**ST. JAMES' C.E. PRIMARY SCHOOL, COLDWALTHAM**
*with Chuckleberries Pre School*

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**Executive Headteacher: Mrs Lizzie Martin**
**Operations Director: Mrs Nicky Kirby**
**Inclusion Manager: Mrs Jo Eyre**

**Enabling every child to thrive and succeed**

7th November 2025

Dear Parents and Carers

**Whole School Trip to Robin Hood at The Capitol Theatre, Horsham**

We are delighted to have the opportunity to take the whole school to see Robin Hood, the panto at the Capitol Theatre, Horsham on Wednesday 3rd December. There will be dazzling costumes, spectacular sets, catchy songs and plenty of laughs – a magical treat for everyone. We will join the dashing outlaw, brave Maid Marian and their merry band as they outwit the wicked Sheriff in this action-packed pantomime.

We will be attending the 11.00am schools' performance.

**Transport**
Our group will travel to Horsham by train to and from Pulborough Station. **The children should arrive at Pulborough Station at 9.30am.** On arrival at Horsham the group will walk to The Capitol Theatre. Once the show has ended, the group will walk back to Horsham Station and return to Pulborough on the train. **The children should be collected from Pulborough Station at 2.30pm.** We will be reliant on public transport, if there is any change to the timetable on the day, we will notify parents on class dojo and via email.

**What to Wear**
The children should wear full school uniform and a waterproof coat.

**Packed Lunches**
The children will require a packed lunch (including a healthy morning snack) and a full water bottle. It will be possible for parents of all children to order a packed lunch from Chartwells, the last date for ordering a packed lunch will be Thursday 20th November. Chartwells packed lunches are free of charge for children in receipt of Free School Meals and children in Reception, year 1 and 2. The Chartwells packed lunch will be basic and you might prefer to provide your own lunch from home or send a few additional lunch items.

**Before and After School Care**
If you need assistance to transport your child to and from Pulborough Station, please indicate this when giving consent on Parentpay. Breakfast Club and Jo Kent's after school club will operate as usual and it will be possible for some children to be

transported to/from the station in staff cars. We would be very grateful if you could organise lifts with other parents, where at all possible, as the spaces in staff cars will be limited.

After school netball/basketball club will not take place on this day.

**Parental Consent and the Cost of the Trip**
The cost of this trip is £20.50 per child. Payment can be made via ParentPay, where consent can also be given. If you have any difficulties using Parentpay, please contact the school office.

Whilst the contribution towards the trip is voluntary, the school is unable to bear any of the cost unless all parents, who are able, make a full contribution. If contributing will be difficult, please contact Mrs Kirby, in confidence, to discuss the matter.

Please give consent for your child to attend on Parentpay by Monday 17th November and pay a deposit of £1.00 which will allow train tickets to be booked at a discounted price. Full payment for the trip can be made at once or by way of a second installment of £19.50 by Monday 1st December. If you have difficulties using Parentpay, please contact the School Office.

Kind regards,

Mrs N Douse
Senior Teacher