

11th September 2026

Dear Parent/Carer,

Year 9 Dropdown Day trip to the Victoria and Albert Museum – Tuesday 20th October 2026

The Creative Faculty has organised a day trip to the Victoria and Albert Museum in London for our Year 9 students to support their learning and progress in Design and Technology. The focus of the visit will be exploring world-leading collections of design, innovation, and applied arts, enabling students to make meaningful connections between historical and contemporary design practice. Engaging with these collections will inspire creativity, broaden cultural understanding, and deepen students' appreciation of design as a discipline. This experience will directly support their studies in DT and the wider Creative Faculty, providing valuable context and inspiration for future coursework and projects.

Students need to be in school for 8.00am. We will then meet the coach outside school and depart at 08.15am. Students will be returning to school after their finish time at 6.00pm. The cost of the trip is **£19.00** which includes transport and insurance.

Students **must** wear normal school uniform so they can be easily identified, along with a coat and their school bag. They will also need to bring with them a packed lunch for the day and a water bottle. (Students entitled to FSM will have lunch provided). Students may also bring some money if they wish to buy extra food from the café or something from the gift shop.

If you are happy for your child to attend the trip, please complete the online payment by logging into the [Arbor Parent Portal](#) no later than **Friday 2nd October**. *Payment for the trip via Arbor automatically confirms you have consented to giving permission for your child to attend the trip.* **There are no concessions for dropdown day trips.** We are also unable to receive cash payments.

The offer of participation for this trip will be subject to each student's behaviour (conduct) and attendance (with all students aiming for a minimum of 96%). Thus, the school reserves the right to withdraw any student from any trip or activity at any point based on student wellbeing, safeguarding, conduct, or any other reason that is in the best interests of the student, the trip, and/or the school. Under these circumstances the cost of any payments already made will not be refunded. Parent(s)/carer(s) and students will be informed if there is a risk of jeopardising a place on the trip/ chosen activities.

All paid monies are **non-refundable** unless the school chooses to cancel the trip due to insufficient numbers, at which point any contributions made by parent(s)/carer(s) will be refunded in full if the money is held by the school. **No other refunds** will be available at any point, as the school will have to settle the payment with the company once reserved. This includes if your child moves or leaves the school.

If a student is unable to attend this trip because of ill health or an accident and the school is unable to obtain a refund from the travel company, then a letter will be required from their doctor with details of the illness/accident to make a claim through the insurance policy.

Failure to meet the deadline for a key payment could result in your child being removed from the trip, with no refund of monies paid to that date.

Please refer to our Charging and Remissions policy for more information <https://www.patchwaycs.org.uk/Policies/>

Financial support

If you are entitled to FSM or are Pupil Premium, you may be eligible for support. Full details can be found in our Charging and Remissions Policy, alternatively please contact the Finance Office pcs-finance@olympustrust.co.uk for more information.

Medical conditions

If your child has a medical condition or takes regular medication that the school should be made aware of, please arrange to meet with the trip organiser or contact the Office Manager to complete a Home-School Agreement.

In the meantime, if you have any further questions, please do not hesitate to contact our Office Manager via email – tania.hull@olympustrust.co.uk

Yours sincerely

Mrs Claire Butler

Curriculum Teaching Lead, Creative