



**Ormiston
Sudbury
Academy**

Ormiston Sudbury Academy
Tudor Road
Sudbury
Suffolk
CO10 1NW

Tel: 01787 375131
Email: contact@ormistonsudbury.co.uk
Website: ormistonsudburyacademy.co.uk
Principal: Mrs S Morris, BSc Hons, ARCS, MBA

3rd April 2025

Our ref: HBO/HMC

Dear Parent/Carer

Visit to Colchester Institute, Wednesday 7th May 2025

I am writing to let you know that on Wednesday 7th May 2025 we have been offered the opportunity to take 50 students on a visit to Colchester Institute. This visit will allow students to gain a greater understanding of the different types of courses and opportunities available to them when thinking about their Post-16 options and transition from the Academy.

Students will travel by coach leaving the Academy at 9.00am and will return at approximately 2.00pm, in time for Period 5. We would be grateful if you would provide your son/daughter with a packed lunch as well as drinks and snacks to last the duration of the trip. If your son/daughter is entitled to a Free School Meal and you would like a packed lunch to be prepared for them to take on the day, please indicate this on the permission form. There may be the option to purchase food and drink from the college refectory however all purchases would need to be made by card.

On the day of our visit, students must be dressed in full and correct uniform to be allowed to join this trip. Unfortunately, any students who do not comply with our expectations regarding uniform will be asked to remain in the Academy. We must also mention that, if at any time from now to the date of the trip, your child's behaviour is considered by the Academy to be unacceptable and might cause serious concern whilst away from the site, the right is reserved to refuse to take him/her/them on the trip. We are sure all parents understand how important trust, behaviour and safety issues are on these occasions.

If you would like your child to attend this visit, then please log on to your **I Pay Impact** account choosing Colchester Institute 7 May 2025 and completing the permissions form. The deadline for completing the permission form is Friday 25th April 2025.

There is no cost for this trip

Should you have any questions about the trip then please do not hesitate to contact me at the Academy.

Yours faithfully

Helen Boreham
Careers Adviser
hboreham@ormistonsudbury.co.uk



**Artsmark
Alliance**
Platinum Award



[OAT]
Ormiston Academies Trust
AN OAT ACADEMY