



**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

22nd April 2026

Our ref: HBO/AMO

Dear Parent/Carer

Year 10 visit to Colchester Institute, Friday 22nd May 2026

I am writing to let you know that on Friday 22nd May 2026 we have been offered the opportunity to take 50 Year 10 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 3.00pm. Please 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 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.

If you would like your child to attend this visit, then please log on to your **ipayimpact** account choosing 'Colchester Institute 22nd May 2026' and completing the permissions form. Booking for this trip will open on Monday 27th April 2026. There is no cost for this trip.

The deadline for completing the permission form is Friday 8th May 2026.

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.

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



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Platinum Award

