



Archibald First School
Archibald Street
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NE3 1EB



Headteacher Mrs R Turner

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September 2026,

Dear Parents and Carers,

To support our topic work in literacy, the children in classes 9 and 10 will be visiting Live Tales on the following dates:

- **Class 9 – Thursday 15th October**
- **Class 10 – Friday 16th October**

The pupils will spend the morning taking part in a creative writing workshop.

We shall be leaving school promptly at 9am, walking to the Metro, and returning back to school for 1.30pm. The children will be working inside, but as we will be walking from and to school, sensible footwear, and a waterproof coat will be needed. **Children must wear school uniform.**

School will provide a packed lunch for all children.

If you want to supply your own packed lunch, you must inform school by Monday 28th September. Please email school as soon as possible Office@archibaldfirstschool.co.uk.

A voluntary contribution of £2.50 to cover the cost of the Metro is payable via Parent Pay. Families who are receipt of Free School Meals will not be charged.

As the visit is taking place during the school day a permission slip is not required. However, please ensure that your contact numbers, emergency contact details and child's medical information are up to date with the school office prior to this visit taking place.

Three parent volunteers for each class are needed to help us with this visit. If you are free on this day, then please email office@archibaldfirstschool.co.uk and we will be back in touch.

Yours sincerely

Mrs Mullick, Mrs McGurk and Mrs Miles

Having fun, learning together.
Curious, caring, creative and courageous.

