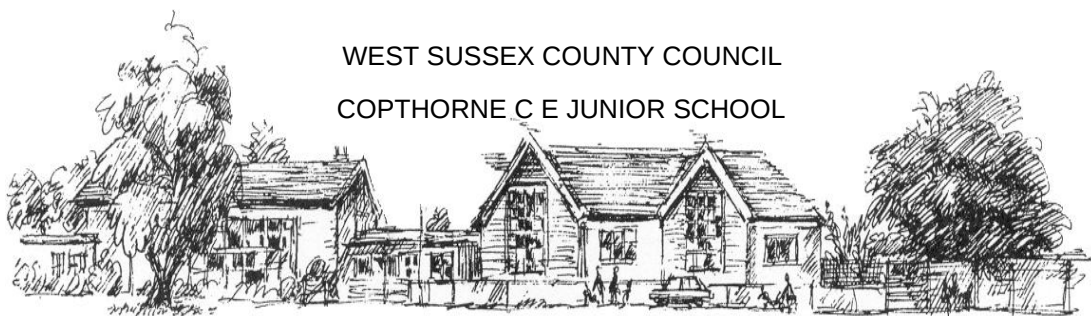




WEST SUSSEX COUNTY COUNCIL

COPTHORNE C E JUNIOR SCHOOL

CHURCH ROAD, COPTHORNE, WEST SUSSEX, RH10 3RD

Telephone: 01342 712372 – FAX: 01342 718513

E-mail: office@copthornejunior.co.uk

10th September 2025

Upstairs Downstairs - Autumn Term Activities

Dear Parents/Carers,

As part of our 'Upstairs, Downstairs' topic, Year 4 will be undertaking a wide range of curricular activities over the course of the term. These fantastic activities include...

- Victorian Artefacts Morning
- Preston Manor Trip – Chestnut Class on 08.10.25 and Willow Class on 09.10.25 (Children to dress up in Victorian Clothing – see list attached)
- Victorian School Day (at school and in the same Victorian clothing as Preston Manor)
- William Morris Block Printing
- Victorian Cooking – Making Victoria Sponge Cake
- A design and technology project involving woodwork – Creating a box with hinges

Preston Manor Trip Details – Wednesday 8th October (CHESTNUT) or Thursday 9th October (WILLOW)

As part of our Victorian topic, we have planned an exciting morning role-play experience at Preston Manor, where children will get to explore life as a Victorian servant.

The children will travel to Preston Manor during normal school hours and should bring a packed lunch for the day. They should also be dressed in traditional Victorian clothing (suggested list attached). Please ensure that you **do not** order a school dinner on the Preston Manor day, as they will arrive back after their lunch time and so will eat their packed lunch on return.

If your child currently has free school meals, please contact the office to discuss the provision of a packed lunch.

Victorian School Day – Friday 10th October

Both classes will be having a Victorian School Day at school. Please send your child into school in their costume with trainers, as they will be participating in Victorian dancing and playground games.

In order for these activities to take place, please can you complete and return the permission slip below by Monday 22nd September 2025 and advise if your child has any food allergies or dietary requirements. We also request a contribution of £32.00 towards the cost of all the above activities. This includes the entrance to Preston Manor, coach hire and insurance.

Under current legislation, we are obliged to point out that the cost is a voluntary contribution. However, unless all parents who are willing to contribute do so, the planned activities may not be able to take place. Limited financial assistance from the school may be available in certain cases, but please contact our headteacher in confidence as soon as possible if you are unable to contribute the full cost so that arrangements can be made.

If you have any questions, please do not hesitate to email us at either chestnut@copthornejunior.co.uk or willow@copthornejunior.co.uk.

Yours sincerely,

The Year 4 Team

VICTORIAN CURRICULUM ACTIVITIES

I give permission for _____ in class _____
to take part in all of the Victorian curriculum activities.

☐ I enclose £32 to cover the cost of all the Victorian activities (please make cheques payable to Copthorne CofE Junior School).

☐ I have paid via online banking.

Payment can be made by cash, cheque payable to Copthorne CE Junior School or alternatively, you can now pay via bank transfer, please use your child's name as the reference.

*Lloyds Bank – Copthorne CofE Junior School
Account Number: 02333669
Sort Code: 30-92-38*

I give / do not give (please delete as appropriate) permission for my child to eat the produce made at school (all ingredients are nut free).

My child has the following allergies:

.....
.....
.....

Signed _____ Date _____

Costume

It helps the children to get into role and maintain their part if they wear suitable costume. This need not be elaborate.

Boys



- flat cap
- simple waistcoat or short jacket
- collarless shirt
- trousers tucked into long socks or old trousers cut off below the knee
- black boots or shoes



Girls



- plain, dark long-sleeved top
- white pinafore or apron
- plain dark skirt
- plain tights, long socks or bare legs in summer
- black shoes

We ask that their costumes fit quite well, as the children will be required to 'work' (which is difficult if your skirt is too long or trousers keep slipping).

Please can the children also have a (non-Victorian!) waterproof jacket.