

# Torriano Primary School

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Headteacher: Helen Bruckdorfer BA

Thursday, 06 July 2017

Dear Parents and Carers,

On Monday 10<sup>th</sup> July, Year 5 will head to the Mount Pleasant sorting office to learn more about how technology helps assist the running of a work place. We have been offered an exclusive look at the new Postal Museum and as part of this the Post Office has asked if they can document our visit. On the reverse of this letter is a photography consent form. Please could you also complete this.

The children will find out how Royal Mail operates as a business and how people and technology work together to process thousands of items of mail every day.

We travel by bus to King's Cross before taking a short walk to the sorting office. Please provide your child with a packed lunch. If your child has school dinners a packed lunch will be provided for them on this day. Due to hot weather, please ensure your child has a bottle of water that they can easily carry with them. As well as water, suitable clothing will be necessary. Please avoid open toed footwear for this trip.

Many thanks,

Miss Branco

.....  
FAO: Conor Loughney

I give permission for my child to visit Mount Pleasant on Monday 10<sup>th</sup> July 2017.

I **do not** give permission for my child to visit Mount Pleasant on Monday 10<sup>th</sup> July 2017.

Child's name.....

Signed .....



### Torriano Primary school visit

Mount Pleasant Mail Centre Staff Entrance  
Farringdon Road  
London  
EC1A 1BB

**Teachers:** Katherine Branco and Conor Loughney  
Year 5 x 2 classes (30 pupils per class)

Point of contact: Sally Sculthorpe, Schools Learning Manager, 07793077016

### About your visit

- This visit is to test a school visit to the Mount Pleasant Mail Centre. Each class visit will last one hour to consist of a 30-minute tour, and 30-minute ‘training session’.
- Split the class into two groups of 15 before you arrive. Groups will switch between the activities.
- When The Postal Museum opens this activity will be part of a museum visit to include time to explore the galleries, and use of the Lunch Room. Unfortunately, these facilities will not be available on Monday 10 July. Therefore, it is essential that the two classes arrive separately (see below timetable).
- Spa Fields is nearby if you need to eat lunch.

<https://www.islington.gov.uk/sports-parks-and-trees/parks-and-green-space/your-local-parks/spa-fields>

### Timetable

10.00 Class 1 arrive at Mount Pleasant Mail Centre Staff Entrance.  
Sally to greet (Hannah Smith, and Rosie Hudson to support)

Class 1	Arrival	Briefing	Sorting Office	Break out session	Departure
Group 1 (15)	10.00	10.00 –	10.15 – 10.45	10.45 – 11.15	11.30
Group 2 (15)		10.15	10.45 – 11.15	10.15 – 10.45	

11.30 Class 2 to arrive at Mount Pleasant staff entrance  
(Andy, Head of Exhibitions, Access and Learning to wait outside in case of early arrival).

Class 2	Arrival	Briefing	Sorting Office	Break out session	Departure
Group 1 (15)	11.30	11.30 –	11.45 – 12.15	12.15 – 12.45	13.00
Group 2 (15)		11.45	12.15 – 12.45	11.45 – 12.15	