



Learning Today, Leading Tomorrow

Bishops Down Primary School
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Headteacher: Mrs C Owen

4th May 2018

Dear Parents and Guardians

Reception Chestnut Class visit to Herstmonceux - Wednesday 23rd May 2018

Chestnut Class are planning a trip to The Science Observatory, Herstmonceux on Wednesday 23rd May 2018.

The day will include hands on interaction with their indoor and outdoor exhibits as well as workshops that link to our current learning theme of "Let's find out!"

The total cost of the visit is £472.00 for 30 pupils and this covers the cost of admission to the observatory and two workshops during the day, plus the cost of coach travel. Please indicate on the slip if you are willing to make a voluntary contribution of **£15.73** for your child. You are not obliged to contribute and no child will be excluded on financial grounds. However, if we cannot raise the total amount, the trip may have to be cancelled. If there are any difficulties in paying this amount, please see Mrs Owen before 16th May. **We would like you to make payments using our 'ParentPay' account which enables parents to pay online.**

As your child is entitled to Universal Free School Meals, please indicate on the reply slip if you will be providing a packed lunch for your child, OR if you wish the school to provide a packed lunch.

Please note:

- Arrive at school at normal time of 8.45am.
- Normal collection time from classroom at 3.15pm.
ALL children must be collected from outside Garden House as normal for safety reasons, and will not be allowed to leave their class when walking back to school from the coach even if parents are there to collect. If your child is booked into After School Club they will be taken to this as per normal – Thank you.
- Children are to wear correct school uniform, sensible shoes, a waterproof coat, and wellington boots if rain is forecast or a sun hat and sun cream if sunshine is forecasted.
- Children to bring plenty to drink (water only) plus a healthy morning snack.
- Parent helpers will be required.

Please return the reply slip by **Wednesday 16th May 2018**. Please indicate on the form if you would like to be a parent helper and we will get back to you as soon as possible to confirm.

Kind Regards,

A handwritten signature in black ink that reads 'Mrs Holliday'.

Mrs Holliday
Reception class teacher

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Child's Name.....(Please print)

I have paid a voluntary contribution of £15.73 using ParentPay, reference

I will provide my child with a packed lunch OR

I would like the school to provide my child with a packed lunch on this day. Please fill my child's sandwich with:

Cheese or Ham (*please circle one choice*)

I am able to help on the day of this trip. **I understand that I will only be contacted if my help is needed.**

Signed..... Date.....