

Learning Without Limits

LORDSWOOD SCHOOL

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**LORDSWOOD
SCHOOL**

13th November 2017

Dear Parents/Carers of Children in Year 4

We have organised an exciting trip for the pupils in Year 4 to see visit **Leeds Castle** to participate in the Victorian Workshop at a cost of £14.00 per child. The trip will take place on **Thursday, 8th February 2018**. We will be leaving school at 9.15am; it is estimated that the journey will take 30 minutes. The workshop finishes at 2.30pm so we anticipate that we shall be back in Lordswood between 3.00pm and 3.30pm (traffic dependent).

Children will be required to wear school uniform and sensible shoes together with a waterproof jacket and bring a packed lunch with them. If your child is eligible for a Free School Meal and you require the kitchen to supply a packed lunch please complete and return the order below. Please ensure that all lunches have your child's name and class marked clearly on them in order to minimise any difficulties. Lunches should be placed in carrier bags rather than lunch boxes so that the whole bag and contents can be disposed after lunch. Please also provide your child with a bottle of water for them to drink throughout the day (no fizzy drinks or glass bottles please). If your child requires any medication please ensure that you pass this onto their class teacher with your child's name and full instructions on the morning of the trip.

We are aware that this is quite a way off, but we are also very aware that with Christmas looming parents might appreciate plenty of notice to help with budgeting. The cost for this visit is £14.00. This is obviously a significant amount for some households, so we would like to offer a payment plan to assist, if you would find this useful with the first payment of £7.00 due by 15th December followed by a second payment of £7.00 due by 26th January 2018. Please note all monies should be paid using School Money as the school is now unable to accept cash or cheque payments. Unfortunately, we are unable to subsidise the cost of this activity, all children are expected to participate and payment in full is required for each pupil. The children will also have the opportunity to visit the gift shop and will be allowed to bring £5 spending money in a named envelope or purse.

Please be aware images/videos taken during the activity will be posted onto the school's social media account (i.e. Twitter).

Please return the attached form by Monday 20th November 2017. We shall, of course, send a reminder letter with full details nearer the activity.

We are looking forward to a fun filled day.

Yours sincerely
Year 4 Team

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Permission Slip – Leeds Castle – 8th February 2018

Please return by 20th November 2017

Name of Child: Class: Cedar / Elder

- I give permission for my child to visit Leeds Castle on 8th January 2018
- I understand that the children will be leaving Lordswood at approx. 9.15am and will return to Lordswood at approx 3.30pm.
- I understand that payment of £14.00 is required for my child to participate in this activity which should be paid using School Money.
- My child is eligible for free school meals and will / will not require a packed lunch from Chartwells (please delete as appropriate).
- In the event of a medical emergency, I give consent for a member of staff to sign on my behalf any forms, should the delay in obtaining a signature be considered inadvisable by the doctors.
- My child has the following medical condition/allergy:
- I understand that images from the Visit may be used for promotional purposes by Lordswood School and Leeds Castle including social media (website and Twitter).

Signed: (Parent/Carer)

Emergency Contact Name and Number:

If different, contact name and number of person collecting your child:

Name:

Number:

