

Orrell Holgate Primary School Health & Safety
Headteacher & Educational Visits Coordinator: Mrs G Worrall

Dear Parent	
The following educational visit to Smithills Farm, Bolton , has been arranged for children in Reception Class on Tuesday 21st May 2019	
Purpose of visit	Knowledge and understanding of the world, plants and animals.
Duration	10.00am to 2.00pm
Departure time	9.10 am
Return time	Back in time for normal home time arrangements
Means of transport	Coach
Voluntary contribution	£15.00
Risk Assessment	The school has undertaken a Risk Assessment. A copy is available from Mrs Worrall via the School Office.
Clothing/equipment	Children should wear their school t-shirt and jumper/cardigan. Weather appropriate coat and footwear.
Packed lunch	A packed lunch and drinks will be required. All EYFS and KS1 children are entitled to free school meals therefore school can provide a packed lunch for your son/daughter. Please complete the reply slip below to confirm if you wish school to provide a packed lunch or if you prefer to send in a packed lunch yourself.
Teacher in charge	Mrs Houghton
Number of teachers	1
Number of helpers	6
Yours sincerely, K Houghton	

Please cut along the dotted line, and return the form below to the school.

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If you need any more information please contact the school office
Tel: 01942 776670

I/we give permission for _____ of Class__YRH__	
to go on the educational visit to Smithills Farm, Bolton on Tuesday 21st May 2019 _____	
I enclose my voluntary contribution of £ _____	
* Please provide my child with a packed lunch or *I will provide my child with a packed lunch *(please delete as appropriate)	
Signed: _____	Parent/Guardian Date: ____/____/____