

# Sutton Valence Primary School

Headteacher  
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1<sup>st</sup> November 2019

Dear Parent and Carers

## Year 2 Trip to Leeds Castle - Thursday 14<sup>th</sup> November 2019

As part of our Castles theme this term, Year 2 will be visiting Leeds Castle. We will not be travelling by coach as it is not cost effective to do so with the castle being only 3.5 miles from the school.

During the winter months Leeds Castle opens at 10.00am and you will therefore need to drop your child to the castle at 9.45am. Our group will convene at the meeting point area adjacent to the ticket office. Children will need to be collected from the same place later on in the day at 2.45pm. Whilst at Leeds Castle, the children will be learning about its history and features, including the moat, and visit the fantastic maze!

Children will need:

- A warm waterproof coat
- A packed lunch (nut free with no glass bottles, fizzy drinks, sweets or chocolate please). (This is best carried in a back pack).
- An additional healthy snack (fruit or cereal bar)
- A water bottle

Children are to wear school uniform, although trainers can be worn if preferred. No spending money is required. We will need two parents/carers to accompany us. If you are able to do so, please let me or the office staff know.

As your child is entitled to a free school meal under the Universal Infant Free School Meal (UIFSM) scheme, if you wish the school to provide your child with a packed lunch then this can be arranged. Alternatively, you can provide a packed lunch for your child. Please indicate your preference on the attached form. **Any requests for packed lunches must be returned by Friday 8<sup>th</sup> November 2019.**

The cost of the trip will be £3.00 per child, which is to cover the cost of a hot chocolate drink within the castle grounds. Please pay this contribution online via the School Gateway by Friday 8<sup>th</sup> November 2019 and return your consent form to the office. If you are unable to transport your child to and from Leeds Castle as a result of work or other commitments, please use this consent form to nominate another adult to do so. It is vital that we know who will be dropping off and collecting your child.

Yours sincerely,

Miss R Parsons  
Year 2 Class Teacher

**Year 2 Trip to Leeds Castle - Thursday 14<sup>th</sup> November 2019**

Please complete and return the following:

I give permission for my child (please print name) ..... to attend the visit to Leeds Castle on Tuesday 15<sup>th</sup> October 2019. I also give my permission for the group leader to agree to the administering of anaesthetic should the need arise.

I have paid £3.00 for the cost of the trip via the online School Gateway

I am able to accompany Year 2 on the trip.

I am able to transport my child to and from Leeds Castle at the required times.

OR

I am unable to transport my child to and from Leeds Castle and therefore nominate the following adult to do so:

Drop off at 9.45am ..... (adult name)

Collection at 2.45pm ..... (adult name)

My child will require a packed lunch to be provided by the school

OR

I will provide my child with a packed lunch

Signed (Parent/Carer) ..... Date .....