



London Borough of Havering
 Elm Park Primary School
 South End Road
 Elm Park
 Hornchurch
 Essex
 RM12 5UA
 Telephone 01708 451463

Headteacher V Morris MA

Dear Parents and Guardians,

14th January 2020

An educational visit has been arranged for all the children in Year 6 on Monday 2nd March 2020. The children will visit The National Maritime Museum and will attend a workshop in the museum's lecture theatre. The total amount per child to cover all costs is £2.64. The total cost of the trip is £155.50 divided equally between 59 children. This is itemised by the following: £120.00 workshop and £35.50 insurance. **Please make payment by Friday 14th February 2020.** We will be travelling to The National Maritime Museum by tube and DLR.

Payment must be made via ParentPay. Children should not bring any money to school for purchases; there will not be an opportunity for children to purchase anything. If you would like a code to pay via PayPoint, please contact the school office. There is a PayPoint store at Nick and Vick News Agents just along the road from school.



Please note that if payments received are less than the total cost of the trip it will have to be cancelled. If this visit is to take place, we must ask for a voluntary contribution of £2.64. Contributions are voluntary and children will not be treated differently according to whether or not a contribution has been made, however, if we do not receive adequate funds the trip may not be possible.

The children require a packed lunch and a still drink in an unbreakable leak proof container (no fizzy drinks). Adult helpers are required, if you are available to help please return the form below to your child's class teacher. If you currently receive free school meals and your child would like a packed lunch provided please indicate on the form below.

Please give your child a travel tablet if necessary. **Please ensure your child is in school for normal morning registration at 8.45 a.m., they will be back to school at the later time of 4.00pm.** Please do not hesitate to contact the school if you have any queries.

Yours faithfully,

Ms. V Morris
Headteacher

Yr6 NMM 2nd March 2020 £2.64

PARENTAL CONSENT FORM

I wish my son/daughter to be allowed to take part in the visit and having read the letter, agree to him/her taking part in any or all of the activities described.

I understand that while the school staff in charge of the children will take all reasonable care of them, they cannot be held responsible for any loss or, damage to property, or injury suffered by my son/daughter which occurs due to unforeseeable circumstances as a result of the visit.

Child's Name _____

Class _____

Date _____

Signed _____

Please indicate if your child would like a packed lunch provided.

Packed Lunch to be provided: YES/NO
 Vegetarian option YES/NO

PLEASE BE AWARE THAT HELPERS' PLACES ARE LIMITED

I would like to help escort the children on the Educational Visit on 2nd March 2020

Signed _____ Child's Name _____ Class _____

Please be aware that smoking is not permitted on any school trips. If you have a medical condition that we should be aware of in case of emergency, please ensure that you provide us with relevant information. Thank you.

