


London Borough of Havering
Scotts Primary School
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Where Service Matters 
An accredited Teaching Assistant course
provider

17th October 2017

Year 4 Class Assembly & Trip to Colchester Castle

Dear Parents and Carers,

You are invited to attend a Year 4 Class Assembly on Friday 10th November at 9.15am in the school hall. We would appreciate if you would not video this performance, there will be an opportunity to take photographs at the end.

We are also very fortunate to have been able to arrange a trip to Colchester Castle for our Year 4 children. The visit will support the work on The Romans that the children will be studying this term. I am sure it will be an informative and very interactive day.

The visit will take place on Wednesday 15th November. Your child may bring up to £3 spending money in a named purse/wallet.

We will be travelling by coach leaving school at 9am and hope to arrive back by 3.15pm, depending on traffic. Children should arrive at school by 8:45am. All children will need a packed lunch in a clearly named plastic bag. No glass bottles or yoghurts please. School uniform must be worn. Please let us know if your child has any medical needs that we are not already aware of (travel sickness, asthma, allergies etc.) prior to the trip so that we can make necessary arrangements for their care.

It will be necessary to ask you for a voluntary contribution of £15.50 for this trip. Payment is due by Friday 3rd November 2017. This price includes entry fee and coach costs.

In line with all other schools in Havering and across the UK, we have to stipulate that contributions towards trips/workshops are on a voluntary basis. However, should contributions meet less than 90% of the cost of running a single trip; the trip will be cancelled as the school cannot be expected to meet these costs.

Please see our Trips Policy on the school website.

There is an option to pay for this via Parentmail, however you will need to be registered to access this facility. We hope as many parents as possible will take up this method of payment however you may of course send cash/cheque into school. When you log into your Parentmail account, click on the payments tab and follow instructions.

Please note you only need to return the consent form if you are paying by cash/cheque as when paying via Parentmail you will be asked to give parental consent.

Thank you again for supporting this trip. Please contact me should you have any questions.

Yours sincerely

Mrs Bajada

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**PLEASE COMPLETE AND RETURN THIS BY FRIDAY 3RD NOVEMBER
ONLY IF PAYING BY CASH/CHEQUE.**

1. I agree to my child taking part in the visit to Colchester Castle on 15th November.
2. I agree to the arrangements as made for the visit and understand that alterations may be necessary in the event of unforeseen circumstances.
3. I agree to inform the school of any relevant medical or other special circumstances affecting my child, including any treatment required in the course of the visit.
4. I enclose a contribution of £15.50 towards the costs.

CHEQUES TO BE MADE PAYABLE TO SCOTTS PRIMARY SCHOOL

Signed.....

Date.....

Pupil's name.....

