



PRAE WOOD PRIMARY SCHOOL
Everyone Valued, Everyone Learning

Headteacher: Jenny Sheppard M. Ed
Deputy Head/Senco: Tracey Lockwood B.Ed Hons
admin@praewood.herts.sch.uk
King Harry Lane, St Albans, Hertfordshire AL3 4HZ
Telephone: 01727 751930

20th September 2018

Dear Y6 Parents / Carers,

School Trips, Visits and Workshops 2018-19

As you know we introduce each of the half termly topics to the children with an 'immersion' day where we spend time finding out what the children already know about a topic and what they would like to find out more about. Often we use a day trip out or invite a workshop into school to immerse the children into their new topic with the aim of motivating, inspiring and sparking an interest in wanting to learn more. Whilst we try to keep the costs of these trips and workshops to a minimum and hugely appreciate the 'enrichment money' the PWSA kindly donate to every class each year, we do often have to ask parents/carers for a voluntary contribution to cover the remaining costs of the trip or visit. As these take place most half-terms we feel that we are constantly asking you for small contributions over the year and that we spend an awful lot of our admin time sending out individual letters and chasing permission slips and payment.

Now that we have our online payment system up and running we have been discussing ways of working more efficiently so that we are not sending out trip/visit letters every half term to every parent for every child. Last year we consulted with different groups of our parent body through speaking with parent governors as well as at PWSA meetings, our monthly parent forum meetings and also during the year group curriculum meetings and parents have responded positively to a one off annual payment to meet the remaining costs of trips and visits for the year. Every time parents pay using the online system it costs 44p which at the moment school pays for, so in effect every transaction made costs the school 44p, which very quickly adds up when parents are being asked to pay for a trip for each of their children in school every half term.

So we feel a more cost-effective way, as well as timesaving from the admin team's point of view, would be to ask parents for a one-off contribution at the beginning of the year to cover the cost off all the day trips out, visits and workshops into school and also our end of year whole school trip. For this academic year we will be asking parents to pay during the month of October and we would also ask those of you with two or more children in the school to pay all of the costs in one go if at all possible, therefore making huge savings for the school regarding the transaction costs.

Staff have been working hard to plan an exciting programme of trips, visits and workshops over the course of this academic year which will both enthuse the children and enrich their learning as they are introduced to their new topics. These have all now been booked and coaches for these dates confirmed etc so we are now in a position to provide you with the total cost for your child's trips and visits for this academic year 2018-19.

Please find the information specific to your child's year group below:

Y6 trips, visits and workshops will include:	Cost payable:
Visit to Buddhist Retreat Visit to Lincolnsfield Centre, Bushey Whole School trip	£20.50

Please note that this cost payable does not include the payment for PGL trip in June 2019.

Please do contact the school office if you experience any difficulties with logging on to your account.
Please do speak to me should you wish to discuss anything further.

Kind regards,

Jenny Sheppard