



## ST. LEONARD'S PRIMARY SCHOOL AND LEO'S NURSERY

St. Leonard's Avenue

Stafford

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Headteacher: Mrs Helen Spearing

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22<sup>nd</sup> January 2019

Dear Parents and Carers

### EDUCATIONAL VISIT TO MANCHESTER AIRPORT

As part of our topic on Flight, it is proposed to arrange a visit for Year 1 and 2 children to Manchester Airport on **Monday 25<sup>th</sup> February**. The children will be arriving back by at school by the end of normal school hours. Please see the website: [http://mag-umbraco-media-live.s3.amazonaws.com/5035868/rvp\\_early\\_years\\_key\\_stage\\_1\\_1402.pdf](http://mag-umbraco-media-live.s3.amazonaws.com/5035868/rvp_early_years_key_stage_1_1402.pdf) for more details.

Please return the attached parental consent form by Friday 8<sup>th</sup> February to enable the visit arrangements to be completed and confirmed.

As this visit takes place wholly in school time it is necessary to ask for a voluntary contribution of **£15.50** per pupil to cover entrance and transport costs. We have managed to secure a cheaper coach than originally quoted. There is no obligation to contribute and no pupil will be omitted from the visit because they do not pay in full. However, the visit cannot go ahead if the school does not receive sufficient parental contributions. Payment may be made with cash, cheque (made payable to St. Leonard's Primary School) or via your ParentPay account.

We will travel to and from the airport by coach. If your child is prone to travel sickness, please ensure they have taken the appropriate medication prior to the journey, and if necessary send a tablet in a named envelope with instructions for use, the return journey. Your child will be expected to be responsible enough to wear the seatbelt provided until informed it may be released.

Pupils attending this visit will need to have a record of good behaviour and demonstrate that they can obey safety and other rules.

Your child will need a packed lunch and drink, please put this in a named carrier bag that can be thrown away after lunch. We are aware children in KS1 are entitled to free school lunches, however our meals are not cooked on site and as this is the Monday following half term we are unable to provide lunches on this visit. Children should wear school uniform, a warm coat and sensible shoes.

All bona fide educational visits by Staffordshire schools are covered by the County Council's public liability insurance, as are all in-school activities. The visit is considered to have only normal everyday risks and no further insurance has been provided.

Please complete and return the permission slip as soon as possible.

Yours sincerely

Mrs L Hitchen

Mrs C Callaghan



## ST. LEONARD'S PRIMARY SCHOOL EDUCATIONAL VISIT TO MANCHESTER AIRPORT

My child has the following medical or special needs:

.....

I understand the limits of insurance provided for this visit

I understand the transport arrangements for this visit and my child understands the need to wear a seatbelt

I agree that photographs taken on the visit may be used in school or education service promotional information

I am willing to make a voluntary contribution of £..... which is enclosed

I have made a payment via my ParentPay account

I agree to my child taking part in this visit and I acknowledge that to be included he/she will need to maintain responsible behaviour

Name of Child ..... Class .....

Signed ..... [person with parental responsibility]

Emergency Contact Telephone Number .....