



Dear Parent/Carer

### **EDUCATIONAL VISIT TO STAFFORD CASTLE**

It is proposed to arrange a visit for Years 1 and 2 to Stafford Castle on **Tuesday 4<sup>th</sup> June**, leaving school at 9.15am. The children will be back at school by the end of normal school hours. This visit will be themed around our current topic.

Please return the attached parental consent form by **Friday 24<sup>th</sup> May** to enable the visit arrangements to be completed and confirmed.

As this visit takes place wholly in school times it is necessary to ask for a voluntary contribution of **£7.00** per pupil to cover admission and transport. 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 by the given date. You can pay by cash, cheque (made payable to St. Leonard's Primary School) or via your ParentPay account.

We will travel to and from the castle by coach. 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. Anyone whose behaviour becomes unacceptable after the trip has been booked may be excluded or required to return home early and any expenses occurred will be the responsibility of their parents.

Your child will need a packed lunch and drink [which should not include glass bottles] in a named disposable carrier bag and should wear school uniform, sensible shoes and a warm coat. As your child is eligible for universal free school meals, if you prefer, school can provide a packed lunch for your child. We would need to know this in advance so please put your preference on the consent form.

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

*L Hitchen*

*C Callaghan*

Mrs L Hitchen  
Year 2 Teacher

Mrs C Callaghan  
Year 1 Teacher



**ST. LEONARD'S PRIMARY SCHOOL**  
**EDUCATIONAL VISIT TO STAFFORD CASTLE**  
**Tuesday 4<sup>th</sup> June 2019**

My child has the following medical or special needs: .....

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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 paid 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

I will provide my child with a packed lunch

I would like a packed lunch to be provided by school   
(Sandwich, veg sticks, sultanas, cookie and carton of juice)

Choice of Sandwich: Cheese  or Tuna

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

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

Emergency Contact Telephone Number .....