



Dear Parent/Carer

EDUCATIONAL VISIT TO HARVINGTON HALL

It is proposed to arrange a visit for Years 3 and 4 to Harvington Hall on **Friday 27th September**, 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 history topic.

Please return the attached parental consent form by **Friday 20th September** to enable the visit arrangements to be completed and confirmed. *We appreciate this is very short notice.*

As this visit takes place wholly in school times it is necessary to ask for a voluntary contribution of **£9.00** 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 for this visit via your ParentPay account.

We will travel to and from Harvington Hall 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.

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

Miss E Wright
Year 3 Teacher

Mrs H Watton
Year 4 Teacher



ST. LEONARD'S PRIMARY SCHOOL EDUCATIONAL VISIT TO HARVINGTON HALL

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 contribution of £..... 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

Name of Child Class

Signed [person with parental responsibility]

Emergency Contact Telephone Number