

RE: Request for voluntary contributions for educational visit

Dear Parents/Carers,

At our school, we understand that learning outside of the school environment is a valuable and effective means of enhancing the curriculum and pupils' learning, understanding and personal and social development.

In light of the above, we are planning an educational trip to Lincoln Castle on Friday 19th January 2024. The children will be taking part in a workshop which will include the following activities:

Castle Wall Tour – with details of the history of Lincoln Castle and how it was built.

Medieval Role Play Banquet – a group role play medieval banquet with costumes, jesters and dancing.

Knights and Archers – Train to be a Medieval Archer and explore armour and equipment needed to be a good knight.

Shield Making – Design and create their own coat of arms.

We believe that this trip will prove to be significantly beneficial to pupils, and we hope that as parents, you will also recognise the value and importance of this visit.

Whilst we offer as much funding as is possible towards our educational visits, we, unfortunately, do not have the available financial resources to fund the full amount of this visit. In order to ensure that this opportunity is available to our pupils, we would like to ask for a voluntary contribution of £10.34 from the parents of the pupils invited on the trip, although you are welcome to give more, if you are able, or if you have more than one child invited on the trip and would like this to be reflected in your donation. Please see the table below outlining the costs requested per pupil:

Contribution	Amount per pupil
School contribution (cost of transport)	£6.89
Parental contribution requested from Parents (entrance fee)	£10.34

We would like to make it clear that this contribution is entirely voluntary from yourself, and there is no obligation for you to submit this payment; however, as we are unable to cover the full cost, insufficient funds may result in the visit being unable to go ahead. If we have already received donations prior to the cancellation of the trip, please be assured that these will be refunded to parents in full. We would also like to inform you that, should you decide not to make a contribution, neither yourself nor your child will be treated any differently, and your child's place on the trip will not be removed as a result of no donation. All donations are greatly appreciated and will mean that, if we can cover the full cost together, we will be able to enhance your child's learning in the way in which we believe is most beneficial.

If you would be able to provide a contribution, please make your donation via Arbor – Trips – Year 2 Lincoln Castle. Please note, the deadline for any voluntary contributions to be made by is 18th July 2024, this is to enable you to spread the cost of the trip.

For more information on voluntary contributions and our policy towards allocating pupils' places on our visits, please read our Charging and Remissions Policy and our Educational Visits Policy, which can both be accessed via our school website. Alternatively, hard copies of both policies are available in our school office.

As your child receives universal infant free school meals, a packed lunch will be provided for all children by our school meals provider. You are, however, able to provide your own packed lunch for them if this is preferred. All children will need to bring their own non-fizzy drink

Children will also need:

- A backpack to put their lunch and drinks in as there is nowhere to store our bags at the centre.
- To wear full school uniform
- To wear sensible shoes as there will be some walking
- A warm, waterproof coat (a hat, scarf and gloves would also be beneficial if the weather is very cold)

Children will leave school at 9.00 am and will return at approximately 3.00 pm. Please ensure that your child is in school on time so that the bus can leave promptly; children arriving late at school and who miss the bus will remain in school and any contributions will not be refunded. We will notify you as soon as possible if there are any delays.



As with all our visits, we reserve the right to refuse any child whose behaviour constitutes a risk to the health and safety or well-being of others. Children who do not go will carry out work in school.

Important:

If your child suffers from travel sickness, please make sure your child takes their medication **before** coming in to school in the morning. If your child will also require medication for the return journey, **please complete an administering medication form which is available from the office and return to school. Medication should be sent in to school in a sealed bag with your child on the day of the visit. Medication will not be administered unless this has been completed.**

Finally, I would like to thank you for taking the time to read this letter and I hope that we are able to cover the costs of this trip in order to provide your child, as well as other pupils, with this great learning opportunity.

If you have any questions or concerns, please don't hesitate to get in touch by calling the office on 01427 811516 or emailing correspondence@talloaksacademy.co.uk.

Kind regards,

Mrs V Warburton
Interim Headteacher



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