



Alban City School
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April 2017

Dear Parents

Visit to Kew Gardens –Monday 3rd July 2017

We are planning a visit for Year 2 to Kew Gardens which will include a KS1 Plant Scientists workshop. School trips play an important part in the children's education and we would like them all to benefit from this opportunity.

Children will be supervised in small groups. A coach will depart from school at 9.00am and return in time for the normal pick up at 3.30pm. If your child suffers from travel sickness, please speak to their class teacher before we go.

The children will need to wear school uniform, this helps identify the children as there will be other school groups there. They will also need:

- Sensible closed shoes, preferably trainers (no sandals or open toe/slingback shoes) – there is quite a lot of walking.
- A lightweight waterproof coat
- A sunhat or cap. If the weather is warm and your child needs sun cream, please apply in the morning before arriving at school.
- A packed lunch (no chocolate or sweets) **Please use disposable wrappers that can be thrown away after eating to avoid carrying lunch boxes.**
- 2 cartons of drink (no bottles / fizzy drinks)

The children will need a backpack to carry items, please send their lunch in a plastic bag so we can dispose of everything to save them having to carry items after eating. The children will **not** need to bring any money as we will not have time to visit the shop.

The cost of the trip is £13.93 We would like every child to take part and if there are financial difficulties please do let me know, we can only help if we are aware of any problems.

We are offering all parents the option to pay in two instalments of £7.00 and £6.93 (both payments will need to be received by 23rd June). If you wish to take advantage of this, payment will have to be made by cash or cheque to the office. All money sent into school will need to be in an envelope with your child's name and class clearly marked on the envelope, please do not hand loose money to classroom staff. If you wish to use your School Gateway online account the full amount of £13.93 will need to be paid in full.

Please complete the attached permission slip and return it to school by Monday 19th June.

Yours sincerely

Mrs J Goddard

Headteacher

X

Kew Gardens Trip – Monday 3rd July 2017

Child's Name: -----

Class: -----

Please delete as appropriate:

I give permission for my child to visit Kew Gardens.

I enclose full payment of £13.93 by cash/cheque (payable to Alban City School).

I enclose the first instalment of £7.00 by cash/cheque (payable to Alban City School) and agree to pay the remaining balance of £6.93 by Thursday 23rd June 2017.

I have paid the full amount of £13.93 using my online School Gateway account.

Signed: -----

Name: -----