



The Federation of Winklebury Infant and Junior Schools

Willoughby Way, Basingstoke, Hants RG23 8AF

Head of Federation: Mrs C.A. Clayton

Tel Federation Admin Office: 01256 323244

Fax: 01256 358992

E-mail: adminoffice@winklebury-inf.hants.sch.uk

E-mail: adminoffice@winklebury-jun.hants.sch.uk

Tuesday 2nd May 2017

Dear Parents,

Year 1 Trip to Portchester Castle

We are planning a trip to Portchester Castle near Portsmouth for Year One on **Thursday 25th May** as part of our theme on castles. The visit will enhance the work the children will be doing in the classroom and having taken children on this trip previously, we know they will have an enjoyable and memorable day.

The trip will take place during the school day. We will travel by coach, leaving at **9.15am prompt** and returning by 3.00pm. The children will be accompanied by their class teachers, other members of staff and additional adults, all of whom will be fully briefed about the planned learning experiences, all health and safety matters and our expectations of the children's behaviour whilst out of school. As on any other day, your point of contact for the day of the trip is the admin team in the Federation Admin Office.

The children can wear appropriate non-school uniform for the day, however we do require them to wear their school sweatshirts or cardigans with the school logo on. Please ensure that they are wearing sensible walking shoes and have a waterproof coat. If the weather is warm and sunny please ensure that sun cream is applied prior to arriving at school and that the children bring a sunhat.

On the day of the trip, all children can be provided with a packed lunch prepared by the school kitchen as part of the universal free school meal scheme. The packed lunch will include a bread roll with either a cheese, egg or tuna filling, a biscuit or cake, a piece of fruit and a drink. Please indicate on the reply slip below, which filling your child would prefer in their bread roll so we can inform the kitchen of the number of each filling required in advance. If you choose not to have a school packed lunch your child will need to bring his/her own packed lunch in a disposable bag that can be thrown away (no lunchboxes or plastic containers please). Please do not send any glass bottles or containers, sweets or products that contain nuts.

The children will not need any money for the day of the trip.

If your child suffers from travel sickness, please discuss this with his/her class teacher.

In order to cover the cost of the coach we are asking for a contribution of £8.50 per child. Whilst your contributions are voluntary, please be aware we have to rely on them to offer off-site activities for the children. If insufficient contributions are received we may not be able to continue with our arrangements. The cost can be paid in instalments or in a single payment, via the Federation Admin Office or online. **All monies must be received by Friday 19th May.**

All consent forms must be returned to school by Monday 8th May at the latest, even if you continue to make payments up to 19th May.

Yours sincerely

Mrs T. Robey
Hedgehog Class Teacher

Mrs C. Christodoulides
Squirrel Class Teacher

FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS

Educational Visit Information and Consent Form

Please complete all the information below

Activity: Year One trip to Portchester Castle

Date: Thursday 25th May 2017

Child's name..... Child's Class.....

- I give permission for my child to go to Portchester Castle on Thursday 25th May.
- If there are any changes to the information you gave us on the annual Educational Visit Information and Consent form please detail them here:

.....
.....

- Emergency contact details for the day of the trip:

.....
.....

Signed..... (Parent) Please print name.....

Voluntary contribution

Please delete as appropriate:

- I have enclosed a voluntary contribution of £ for the Year 1 trip to Portchester Castle.

Or

- I will pay in instalments and enclose the first payment of £.....

Or

- I have paid / will pay online.

I understand all monies have to be received into school by Friday 19th May 2017.

Signed(Parent)

Free school packed lunch – available to all children

I confirm my child would like a school packed lunch for the trip to Portchester Castle

My child would like (*please delete as appropriate*): **tuna / egg / cheese** filling in his/her roll

Signed.....(Parent)