



Billingshurst Primary School
Headteacher : Helen Williamson BSc (Hons) MA
Station Road, Billingshurst, West Sussex RH14 9RE
Tel: 01403 782789 Fax: 01403 783124
e-mail: office@billingshurstprimary.org.uk
website: www.billingshurstprimary.org.uk

15th May 2017

Dear Parents/Guardians,

Visit to Kew Gardens

As part of our topic about the **Rainforest**, we have organised for Year 4 to visit the **Kew Gardens** on **Thursday 15th June** to explore the grounds and take part in activities. We plan to leave the school at 9.00am and return to school by 4.00pm. Although depending on traffic we may arrive back a little later than anticipated.

For our visit the children will need:-

- A packed lunch carried in a plastic bag so that it can be disposed of.
- Two drinks (no fizzy drinks or drinks in glass bottles please)
- The children will need to wear their school uniform.

If your child normally has a hot school meal, this will need to be cancelled for this day. Those children who are eligible for free school meals will receive a packed lunch, however you may wish to supplement this.

We are asking for a voluntary contribution of £9.70 to cover the cost of the trip. ***We are grateful that the BPSCA is subsidising the cost of this trip.*** No money is needed on the day. Although the contribution is voluntary, it should be pointed out that the visit could not take place unless all parents, who are able, are willing to contribute.

Please return payment and the consent form by Thursday 8th June if possible please use ParentPay to make this contribution and to give your consent online. Please ask at the office if you need help or have lost your activation letter.

We now keep an annual pupil medical consent form in the office and a copy of this will be held by the trip leader. If you have not completed a medical form or your child's medical circumstances have changed please request an update form from the office.

We appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum. If you are in this position and have need of financial assistance, please apply in confidence to Mrs Brotherton in the school office.

It should also be stressed that if a family were unable to contribute, and the trip were still to proceed, no child within the year group for whom the trip is intended will be disadvantaged and be left out of the activity.

Yours faithfully,
The Year 4 Team



2016/17

working with

National
Literacy
Trust



Kew Gardens Year 4 School Visit
Consent Form for Parents NOT paying on line

Name: Class:.....

- My child will be attending the above trip and I enclose £.....*
- My child will not be attending the trip

Signed:.....

(*Please make cheques payable to Billingshurst Primary School)

We will also be looking for parent helpers for the day of the trip. If you are able to help on the day and have the necessary clearance please let your child's teacher know as soon as possible. This is to enable us to complete the necessary paperwork.

