



**Billingshurst Primary School**  
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19/10/18

Dear Parents / Carers,

### **Visit to Chichester Planetarium**

As part of our topic, How Strange, we have arranged for Year 5 pupils to visit **Chichester Planetarium** on **Tuesday 13<sup>th</sup> November**.

The journey will be by coach, leaving school at 9.15 am and arriving back at school by the end of the day. You will need to meet your child, or make arrangements for his/her collection, at this time.

You are invited to make a voluntary contribution of £9:00 to cover the cost of the transport and other incidental expenses. **Payment and online consent should be made via Parent Pay by Wednesday 7<sup>th</sup> November, 2018.**

Although the contribution is voluntary, we do need to point out that the visit could not take place unless all parents, who are able, are willing to contribute. We appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum, if you feel that you are in such a position, please do not hesitate to contact the office in confidence to discuss whether some suitable arrangements could be made to cover the cost of your child's participation.

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

We now keep an annual pupil medical consent form in the office, a copy of which 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.

For our visit :-

- The children will need to wear their school uniform. They will need to bring a waterproof coat.
- If your child suffers from travel sickness, please let us know.
- You will need to provide a packed lunch. No glass bottles, fizzy drinks or sweets please. **Please remember to cancel any school hot lunches booked for the day of the visit.** If your child receives free school lunches will not need to provide a packed lunch. You may supplement the packed lunch with your own choice of fruit / snack / drink.
- As we will be visiting the museum shop, your child may bring a maximum of £3 to spend. This should be brought to school on the day of the trip in a named purse or envelope.

We always appreciate offers of help, if you are available on this day, please let your child's class teacher know.

Yours faithfully,

Year 5 Team

