



**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](mailto:office@billingshurstprimary.org.uk)  
website: [www.billingshurstprimary.org.uk](http://www.billingshurstprimary.org.uk)

25th September 2018

Dear Parents / Carers,

### **Visit and Workshops**

As part of our Autumn topic, Pole to Pole, the Year 2 teaching team have arranged several very exciting learning experiences for the Year 2 pupils including: a visit from Zoo Lab when the children will get to meet several animals, a habitat workshop from the RSBP and a trip in October to the World Wildlife Fund headquarters in Woking to learn about penguins and polar bears. The children will also have a fantastic opportunity to learn how to create comic strips with the well-known children's author Zehra Hicks.

A separate letter will follow shortly with the arrangements for the trip to the WWF Centre in Woking.

You are invited to make a voluntary contribution of £12.75 to cover the cost of **all** these amazing experiences including transport and other incidental expenses. **Payment and online consent should be made via Parent Pay by Friday 5<sup>th</sup> October 2018.** We are grateful to the **BPSCA** as they are covering some of the costs of this trip through funds raised at the Summer Fun Day.

Although the contribution is voluntary, we do need to point out that these activities and 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.

Yours faithfully,

Year 2 Team

