



**WESTFIELD PRIMARY SCHOOL
CATERPILLARS & DRAGONFLIES CLASS TRIP
TO BROOKLANDS MUSEUM 17/06/26**

29th September 2025

Dear Parents/Carer

Caterpillars and Dragonflies classes will be visiting Brooklands Museum on Wednesday 17th June 2026.

The children will leave school at **9.00 a.m. sharp** and return at **approximately 3.00 p.m.** They will need to wear full school uniform, trainers, have a sun hat (please ensure sunscreen is applied before school) and a raincoat. They will need a packed lunch in a disposable carrier bag (no nuts of any kind including any spreads or sweets). Drinks should be of the boxed disposable variety (no glass). Please make sure that the data sheets the school office hold for you are up to date.

Cost of the Trip

The cost of this trip is **£18.88** to cover the coach fare and entrance fee. You are asked to make a voluntary contribution to cover the cost of your child taking part in the visit as described in the information set out above. We confirm that the voluntary contribution represents our estimate of the costs of providing this activity shared equally amongst each pupil. **As resources of the school are limited, the proposed visit will not take place if there are insufficient voluntary contributions to cover the cost of the visit.** A copy of the Governors' policy statement on the financial arrangement for visits is available at the school. ***The trip will be available online via Scopay from Tuesday 30th September 2025 should you wish to spread the cost of the trip and pay via instalments (£6.88 due 3rd November 2025 / £6.00 due 2nd February 2026 / £6.00 2nd March 2026).***

Payment

If you agree to your child participating in the visit, please make a voluntary payment **by noon on 23rd March 2026**. Please make payment online via Scopay **and** ensure you complete all the sections of the Scopay Form. Please note if your child is absent on the day refunds cannot be given.

School Packed Lunch Request

If you require a school packed lunch for the trip please indicate this on the online Scopay Form stating whether you would like Cheese or Ham by noon on 23rd March 2026.

Many thanks in advance for your support with this exciting trip.

**Mrs Banks
Caterpillars Class Teacher**

**Miss Malhotra
Dragonflies Class Teacher**