



**WESTFIELD PRIMARY SCHOOL
BEETLES & LADYBIRDS CLASS TRIP
TO WINSOR CASTLE 21.05.2026**

29th September 2025

Dear Parents/Carer

Beetles and Ladybirds classes will be visiting Windsor Castle on Thursday 21st May 2026.

The children will leave school at **8:30am sharp** (please drop off your child at 8:15am via the School Office) and return at approximately 3.00pm. Children will need to wear full school uniform, trainers, have a sun hat (please ensure suncream 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).

Cost of the Trip

The cost of this trip is £19.41 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 (£7.41 due 3rd November 2025 / £6.00 due 2nd February 2026 / £6.00 3rd March 2026).*

Consent and Medical Form

Please complete the attached consent and medical form and return it to the school office by **16th March 2026**.

Payment

If you agree to your child participating in the visit, please make a voluntary payment **by noon on 16th March 2026**. Please make payment online via Scopay **and** ensure you consent and 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 16th March 2026.

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

**Mrs Carey
Beetles Class Teacher**

**Miss Molden
Ladybirds Class Teacher**