



WESTFIELD PRIMARY SCHOOL
CATERPILLARS & DRAGONFLIES CLASS TRIP
TO BROOKLANDS MUSEUM 04/06/24

11th September 2023

Dear Parents/Carer

Caterpillars and Dragonflies classes will be visiting Brooklands Museum on Tuesday 4th June 2024.

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 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 **£22.21** 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 Monday 18th September 2023 should you wish to spread the cost of the trip and pay via instalments (£7.21 due 1st October 2023 / £8.00 due 1st February 2024 / £7.00 1st April 2024)***

Consent and Medical Form

Please complete the attached consent and medical form and return it to the school office by **Wednesday 17th April 2024**.

Payment

If you agree to your child participating in the visit, please make a voluntary payment **by noon on Wednesday 17th April 2024**. Please make payment online via Scopay **and** ensure you consent by completing 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.

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

Mrs Banks
Caterpillars Class Teacher

Mr Clarke
Dragonflies Class Teacher

PARENT/CARER CHECKLIST - PLEASE ENSURE BY WEDNESDAY 17TH APRIL 2024 YOU HAVE:

- COMPLETED AND RETURNED THE CONSENT AND MEDICAL FORM
- PAID £22.21 ONLINE VIA SCOPAY
- CONSENTED ON LINE VIA THE SCOPAY FORM
- INDICATED ON LINE IF YOU REQUIRE A SCHOOL PACKED LUNCH VIA THE SCOPAY FORM