



# WEST LYNN PRIMARY SCHOOL

St Peters Road, West Lynn,  
King's Lynn, Norfolk, PE34 3JL



Executive Headteacher: Ms J. Borley

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Friday 5<sup>th</sup> January 2024

## Junior Leadership Team – Parliament Visit

Dear Parents/Carers,

We are thrilled that we have secured a visit to the Houses of Parliament in London and as part of the school's Junior Leadership Team, your child has been selected to attend. The visit will take place on **Thursday 21st March 2024** and children will have a guided tour of the Houses of Parliament and find out how people in the past and today helped shaped the laws made by UK parliament. **We anticipate that we will be leaving school around 6am and return around 7:30pm.**

All children must have either a home packed lunch or a school packed lunch. If you require a school packed lunch, please order this in the normal way via ParentPay by Sunday 17th March. Children must wear full school uniform, together with a coat and suitable footwear.

The cost of the visit is being heavily substituted by both the UK parliament education travel subsidy scheme and the school, however, we are asking for **£20.00** per person to cover the remaining cost of the visit.

**If assistance is required with the cost of this visit, please contact the school to obtain an application form for the school's Learner support fund. If insufficient contributions are raised to fund this trip, the school reserves the right to cancel this excursion.**

If you would like for your child to take part in this trip, please give your consent via ParentPay. A medical consent form will need to be completed on your child's ParentPay account along with payment of your initial deposit.

Further remittance advice is available within the schools charging and remittance policy available on the school website and parents are encouraged to refer to this.

By providing your permission you will be accepting that you understand the following:

- I fully understand and accept that, while the supervisory adults in charge of the group will take all responsible care of my child, neither they, nor West Norfolk Academies Trust, can necessarily be held liable in respect of loss or damage to property or injury suffered by my child arising out of the educational visit/journey, unless such loss, damage or injury results from the negligence of West Norfolk Academies Trust, its employees or official volunteers.
- I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by medical authorities present. Please provide any details of any medication that your child will need to have on the day on the reverse of this form.
- I also confirm I am happy for my child to be transported by coach to and from this event. I am happy for my child to share transport with Clenchwarton & Walpole Cross Keys Primary Schools. I understand the extent and limitations of the insurance cover provided.

We hope you will agree that this is a wonderful opportunity.

Yours sincerely

Mrs Maddison



Artsmark  
Silver Award  
Awarded by Arts  
Council England



SCHOOL  
MENTAL  
HEALTH  
AWARD



Part of

West Norfolk  
Academies Trust



### **Payment Plan**

We appreciate that there is a significant cost to this trip, in an attempt to make this as accessible as possible, we have arranged for the following instalment plan to be available:

Date due	Amount	Balance due
26.01.2024	£10.00	£10.00
04.03.2024	£10.00	£0

If you would like to take the opportunity to pay by instalments please ensure that your instalment has been paid by the due date, a missed payment could lead to the trip being withdrawn.

While every effort has been made to ensure that the cost of this trip is accurately reflected in the price quoted, the school does reserve the right to amend costs or withdraw the trip should there be insufficient uptake in student numbers, or insufficient voluntary contributions received. On the rare occasion that prices do need to change this will be communicated to you BEFORE your deposit/first instalment is committed and becomes non-refundable.

In the event your child is unable to attend or you subsequently fail to make any payments, any instalments paid to date will be non-refundable\* (unless a suitable replacement can be found to take your child's place).

\*Except in the event of a medical condition preventing participation. In these circumstances a claim should be made to the schools travel insurer, please contact the school directly and they will assist with your claim (please note confirmation from your doctor will be required).

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If you wish to pay by instalments, please return completed trip forms by **26<sup>th</sup> January 2024**

Enter Trip Name: **JLT Parliament Trip**

Enter Trip Date **21<sup>st</sup> March 2024**

Student Name:..... Year .....

I will arrange for payment of (Please enter full trip cost) to be paid via ParentPay in accordance with the above instalment plan.

I understand that should my child be unable to attend this trip the deposit will be non-refundable. Where contributions for a trip are via an agreed instalment plan, I acknowledge that I will only be refunded if a suitable replacement can be found to take my child's place.