



WEST LYNN PRIMARY SCHOOL

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Executive Headteacher: Ms J. Borley

Tuesday 7th May 2024

Sandringham Trip 19.06.24

Dear Parents/Carers,

We are pleased to tell you that a curriculum trip has been arranged for Year1 to visit Sandringham. During this visit, the children will have a guided tour around Sandringham House and Garden then finish the day with a 'Meet the Monarch' Workshop. They will learn about the life and work of His Majesty King Charles III and remember the late Queen Elizabeth II. They will explore His Majesty's working life and find out how he likes to spend his time when away from the public eye.

The coach will be leaving the school at **9am** therefore please ensure your child arrives at school promptly. We aim to be back at the school for the usual pick up time of **3:15pm**, please bear with us if we are slightly late. All children must have a **home or school packed lunch** plus a healthy snack. If you require a school packed lunch please order in the usual way (ParentPay) **16th June**. Children must wear **full school uniform**.

The cost of the trip is **£21** per pupil. If you would like for your child to take part in this trip, please give your consent on ParentPay no later than **19th May**. A medical consent form will need to be completed on your child's ParentPay account along with payment of your initial deposit. Your child's place will not be secured until you have completed the consent on ParentPay.

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.

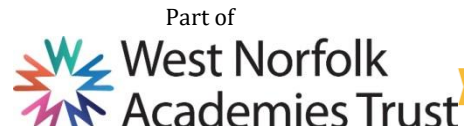
Further remittance advice is available within the schools charging and remittance policy available on the school website and parents are encouraged to refer to this.

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 schools. I understand the extent and limitations of the insurance cover provided.

Should you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely,
Miss Cooper
Year 1 Teacher



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
19.05.2024	£7	£14
03.06.2024	£7	£7
12.06.2024	£7	£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).

If you wish to pay by instalments, please return completed trip forms by 19th May 2024

Enter Trip Name: Sandringham Year 1

Enter Trip Date: Wednesday 19th June 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.