WEST LYNN PRIMARY SCHOOL

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

Executive Headteacher: Ms J. Borley

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Thursday 1st May 2025

Year 4 National Space Centre, Leicester – Wednesday 11th June 2025

Dear Parents/Carers,

We are pleased to tell you that a curriculum trip has been arranged for Year 4 to visit the National Space Centre in Leicester on **Wednesday 11th June 2025**. This is a wonderful opportunity where the children will get to experience many things, such as rocket launches, space missions and astronaut training.

The coach will be leaving the school at **8.10am** prompt therefore please ensure your child arrives at school at the earlier time of **8am** for early registration. We aim to be back at the school for the later pick up time of **4:45pm**, we will keep you updated with any changes. All children must have a **home packed or school packed lunch** plus a healthy snack. If you require a school packed lunch, please order in the usual way (MCAS) by Sunday 8th June. Children must wear **full school uniform**.

The cost of the trip is **£24.50** per pupil. If you would like for your child to take part in this trip, please give your consent and pay the first instalment on My Child at School no later than **7th May 2025**. Your child's place will not be secured until you have paid the first instalment on My Child at School. Making Payment confirms your consent for this trip.

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 Primary school and Walpole Cross Keys Primary. 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 Gunton
Year 4 Class 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
07/05/2024	£8.50	£16.00
21/05/2024	£8.00	£8.00
4/06/2024	£8.00	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).

If you wish to pay in instalments please return this slip to the school office by Thursday 7th May 2025.

Enter Trip Name: National Space Centre in Leicester

Enter Trip Date: 11th June 2025

Student Name:..... **Year** ....4.....

I will arrange for payment of **£24.50** to be paid via My Child at School 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.