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**Deputy Headteacher** Richard Hudson BA (Hons) Primary Education  
**Assistant Headteachers** Clare Bowkley BA (Hons) Primary Education  
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Dear Parents

Year 5 Educational Visit to: RAF Museum, Hendon

29 October 2018

Class:	Beech, Elm and Fir
Date of visit:	Tuesday 27 November 2018
Place:	RAF Museum, Hendon
Reason:	To visit the Museum as part of the World War 1 whole school project
Cost:	We request a voluntary contribution of <b>£9.50</b> from parents which covers workshops at the Museum and coach journey. <b>This amount is due by 21 November. If payment is not made by this date your child may not be able to take part in this trip.</b> If any parent has difficulties meeting this cost, please make an appointment to see Mrs Motley.
<b>The PA has kindly contributed towards the cost of the trip</b>	
Parents consent and payment for this trip:	The amount of £9.50 should be paid using the Parent Pay system. Please visit <a href="http://www.parentpay.com">www.parentpay.com</a> and enter your username and password and make your payment to 'Yr 5 RAF Museum 2018'. <b>You will need to tick the box to give your consent for your child to attend this trip.</b> If your preferred payment is via Paypoint please take this letter to the school office and they will issue you with a letter giving you the payment details.
Children need to bring:	Packed lunch (no glass bottles, fizzy drinks, chocolate, sweets or nuts). Please put in a named disposable plastic bag.
Children need to wear:	School Uniform Warm Coat School Shoes
We will travel by:	Coach
Leaving School at	Children must be at school by <b>8.40am</b> as we need to leave promptly at 9am.
Returning by:	3.30pm
Other information:	<b>Consent for your child to take part in this trip must be given by ticking the consent box on parentpay when you make your payment. If we do not have consent he/she will not be able to attend.</b> <b>If you would like to accompany us on the trip please speak to your class teacher directly. Parents will be notified by the class teacher if they have been chosen. If we find there are too many volunteers names will be drawn out of a hat.</b>

A full risk assessment is carried out for all school trips and visits