



Happiness
 Esteem
 Achievement
 Responsibility and
 Respect
 Truth
 Spirituality and Service

Hilltop Infant School

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Head of School: Mr D. Chapman



22nd May 2018

Dear Parents and Carers,

Year 1 & 2 Colchester Castle Trip Monday 18th June 2018

Year 1 and 2 will be going to Colchester Castle on Monday 18th June. School packed lunches are available for all children free of charge if ordered in advance on the form below. If a school packed lunch is not ordered by Monday 4th June, a packed lunch will need to be brought in from home.

Coaches fitted with seatbelts will be taking the children. Each class will be accompanied by several adults so they will be working with an adult in small groups. Please sign and return the slip below giving permission for your child to travel by coach.

We are asking for a voluntary contribution of £15.50 towards the cost of the visit. Please send the exact amount or a cheque made payable to Hilltop Infant School and return to the school office by **Monday 4th June**. A contribution of £15.50 per child is required to cover the cost of the transport and visit. School is only allowed to request donations towards the costs of trips, but without sufficient funding, the trip would not be able to go ahead. There will be a 50% subsidy for children in receipt of pupil premium. Do please come to see me if you have any difficulty in making a contribution or wish to pay by instalments. It will not be necessary for children to bring spending money as they will not be visiting a souvenir shop.

Uniform should be worn, please make sure children wear suitable footwear (not sandals please) and a sun hat. Please can children bring a rucksack to carry their packed lunch and drink in. Please apply sun screen to your child before coming to school.

If your child requires lunchtime medication please ensure it is given to your child's to the office staff in a plastic bag with a spoon if necessary and accurate information about dosage etc.

Please bring your child to school by **08:15 a.m.** on the morning of the trip. **Coaches will be leaving at 8:30am prompt.** We aim to be returning to school by **3:30 p.m.** but please let anyone collecting your child from school that day know that we are on a trip and that traffic delays could mean a late return.

The cost has been based on 150 children going on the trip. If we have a significant change in numbers, the cost per child may need to be adjusted.

Yours sincerely

Mr D. Chapman

I give permission for my child to take travel by coach to Colchester Castle on Monday 18th June 2018
 I enclose the sum of £15.50 towards the cost for the trip.

Child's Name _____ Class _____

Signed _____ Parent/carer

Cheese Roll

Tuna Roll

Jam Roll