



Guildhall Feoffment
Community Primary School

Bridewell Lane, Bury St Edmunds, IP33 1RE
01284 754840
admin@guildhallfeoffment.suffolk.sch.uk
www.guildhallfeoffment.org

6th February 2024

Dear Parents/Carers,



School Trip

Year Group involved	Year 4
Date of visit	3 rd June 2024
Venue	Norwich Castle

Actions required:

1.	Payment and consent via SchoolMoney by Friday 22nd March
2.	If Free School Meals - Notify school office via T2P Form if a school packed lunch required by Friday 22nd March

We are very much looking forward to taking our Year 4 children to Norwich Castle as part of our topic about the Roman invasion and occupation of Britain.

Children will need to wear school uniform and comfortable footwear, as there will be quite a bit of walking. We will be outside for most of the day so, depending on the weather, they may need a warm/waterproof coat or sunscreen and a sunhat.

A packed lunch is required for the day. If your child is entitled to Free School Meals and you would like the school to provide the packed lunch, please inform the school office via T2P Form by Friday, 22nd March. In any case, you will need to provide sufficient drinks for the day. Please refrain from sending fizzy drinks or glass bottles.

As the children may have to carry their lunches around with them, we suggest they are in a small rucksack or other suitable carrier.

The coach will leave school at 8.15am and will return by 3.30pm for children to be collected. The cost of the trip will be £13.10.

There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution. However, this activity may not take place if parents are reluctant to support it, resulting in insufficient contributions being received. Activities will be cancelled at the discretion of the Headteacher and/or Governing Body.

For health & safety reasons, participation in school trips is dependent on the pupils displaying appropriate behaviour and discipline in school prior to the trip. Staff reserve the right to assess the suitability of pupils and if necessary withdraw them from the trip at any stage prior to the event, in line with any risk assessment written for the visit. Parents will be informed in advance if it is not possible for their child to attend and may be asked to attend with their child.

The joy of creating endless possibilities through; kindness, integrity, compassion and endeavour.

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Please indicate whether you would like your child to participate in this activity by logging in to SchoolMoney to make payment and consent by Friday, 22nd March. We are unable to take children if we have not received consent.

If your child is unwell or unable to attend on the day of the trip, a refund may be considered but will be dependent on the terms of payment agreed with the venue and coach company.

If your child suffers from travel sickness please administer medication before arrival at school on the day. If your child is asthmatic or diabetic, you must ensure that any appropriate medication is given to the class teacher first thing in the morning, as we are unable to take children if this is not provided.

We really hope that the children have a very positive experience and that they look forward to enriching their knowledge in this way.

Yours sincerely,

Andy Matthews
Headteacher

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