



Dear Parents/Carers,

### School Trip

<b>Year Group involved</b>	Year 4
<b>Date of visit</b>	3 <sup>rd</sup> July 2024
<b>Venue</b>	Sutton Hoo

**Actions required:**

<b>1.</b>	Payment and consent via SchoolMoney by <b>Monday 3<sup>rd</sup> June</b>
<b>2.</b>	If Free School Meals - Notify school office via T2P Form if a school packed lunch required by <b>Monday 3<sup>rd</sup> June</b>

As part of our summer term topic: Invasion and Kingdoms, Year 4 will be visiting the archaeological site of Sutton Hoo near Woodbridge in Suffolk. We will be taking part in two workshops as well as having a guided tour of the site and it promises to be an exciting day.

Children will need to wear school uniform and comfortable footwear. Most of the day will be spent outside whatever the weather so they will need to be dressed accordingly with either sunscreen applied before arriving at school and a sunhat, or a waterproof coat.

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 **Monday, 3<sup>rd</sup> June**. In any case, you will need to provide sufficient drinks for the day. Please refrain from sending fizzy drinks or glass bottles, sweets or chocolate.

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 the beginning of the school day, and will return in time for the usual end of day collection arrangements. The majority of the cost of the trip has been funded by a kind donation from Friends of Feoffment and remainder payable is £1.00 per child.

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.

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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.

Please indicate whether you would like your child to participate in this activity by logging in to SchoolMoney to make payment and consent by **Monday 3<sup>rd</sup> June**. 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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