



Guildhall Feoffment
Community Primary School

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

1st May 2026



Dear Parents/Carers,

School Trip

Year Group involved	Year 2
Date of visit	Tuesday 23 rd June 2026
Venue	Felixstowe

Actions required:

1.	Payment and consent via SchoolMoney by Friday 22nd May
2.	If a UIFSM school packed lunch is required - Notify school office via T2P Form by Friday 22nd May

As part of our Summer seaside topic we will be visiting Felixtowe. This will support our learning about seascides in our geography topic. Children will need to wear school uniform and comfortable footwear. The whole 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. We hope to give the children the opportunity to have a small ice cream or lolly during the trip. They will not need extra spending money for this as the cost has already been factored in.

A packed lunch is required for the day. Your child is entitled to Universal Infant Free School Meals. Please inform the school office via T2P Form by **Friday 22nd May**. If you would like the school to provide the packed lunch. In any case, you will need to provide sufficient drinks for the day – no fizzy drinks or glass bottles please.

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 cost of the trip will be £11.50.

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.

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

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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 **Friday 22nd May**. 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, complete the Request to administer medication form (available from the school office), and hand medication to the class teacher. 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 & Fiona-Catherine Thompson
Co-Headteachers

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