

28 January 2019

Dear Parents & Carers

**5.1 Pine Class visit to Hampton Court Palace - Friday 17 May 2019**

As part of our topic on The Tudors, in the summer term, the children in 5.1 Pine class will be visiting Hampton Court Palace, on Friday 17<sup>th</sup> May.

We will travel by public transport and need to leave at 9am. Therefore, please ensure your child arrives at school promptly at 8:45am for registration, so they do not miss the class leaving at 9am. The visit will take place during the school day, but we will return to school a bit later at 4pm.

Pupils should wear their school uniform, including comfortable, black school shoes and a waterproof coat. Pupils also need a packed lunch. (No glass bottles, fizzy drinks or sweets please.) If your child is entitled to Free School Meals, please indicate below if you require a packed lunch from the school.

The contribution we are asking for this trip is £5.00 per child, which is due by Friday 3<sup>rd</sup> May. Payment needs to be made via your ParentPay account. Please credit the £5.00 to the 'Hampton Court' section of your child's account. If you foresee a problem with payment, please speak to the Office staff. According to our governing body, we need to receive at least 90% of contributions for the trip to go ahead.

Please reply to: [admin@forestacademy.org.uk](mailto:admin@forestacademy.org.uk), completing the sections below, as soon as possible.

Yours sincerely

5.1 Pine Class teacher

Name of child:

Class: 5.1 Pine

I give permission for my child to go on the above trip and will credit ParentPay with £5.00.

\*My child is entitled to Free School Meals and I would like a packed lunch to be provided by the school.

\*My child will bring a packed lunch from home.

\*My child will be collected at 4pm by the following adult:

\*My child is allowed to walk home on their own at 4pm.

(\*Please delete as applicable)

Parent/Carer: