



**St Peter's**

Church of England (Aided) Primary School  
Henfield

*Unlocking the potential in everyone*

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Friday, 06 September 2024

Dear Parents/Carers,

As part of our Tudor topic we will be taking the children to **Hampton Court Palace** on **Tuesday 24<sup>th</sup> September 2024**.

The children will need to be in school by 7:45am at the latest as we will be leaving promptly at 8:00am. We will be travelling by coach and expect them to be back at school by **4:00pm** (traffic permitting). Should the coach be delayed we will contact you with an update.

The children will need to bring:

- a packed lunch - please make sure that no nut products are included in your child's packed lunch.
- an extra drink and snack to have once we arrive. No fizzy drinks or sweets please.
- We will be spending time outside so a waterproof coat is essential.
- School uniform should be worn with sensible walking shoes.

If you have booked a hot school meal, please remember to cancel it before Midnight on Thursday 12th September by emailing Chartwells on [73041@compass-group.co.uk](mailto:73041@compass-group.co.uk). Please give them your child's name, dob, school name, and date of the trip, and they can then organise a refund or a credit for you.

Please log in to ParentPay to give consent for your child to take part, and to make payment of £23.17 per child. If your child has free school meal eligibility owing to family circumstances, then just consent will be required. For those who pay, the cost is a voluntary contribution but we do need to point out that the visit cannot take place unless all Parents/carers who are able, are willing to contribute. Unfortunately, if we do not receive sufficient monies to cover the cost then we will have to cancel the trip. If you are going to have difficulty in paying then please contact Mrs Maurice, via the school office, to discuss the matter confidentially.

We need to receive your permission and payment by **Monday 16<sup>th</sup> September 2024**. If we do not receive permission, your child will be unable to attend.

If your child suffers with travel sickness and requires medication, please ensure you complete the attached consent to administer medication form and give the medication and form to your child's class teacher prior to the visit. Please note, the morning tablet needs to be administered at home before arriving at school.

We do need parent volunteers on this trip, so if you are available and have an up to date DBS, please speak to a member of the Y3 team.

Many thanks

The Year 3 team

