

Yeadon Westfield Infant School  
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Head teacher: Ms D Lowry ☺  
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24<sup>th</sup> October 2018

Dear Parent/Carer

### RECEPTION TRIP TO ABBEY HOUSE MUSEUM 28<sup>TH</sup> NOVEMBER 2018

We are taking the Reception children on an educational visit to Abbey House Museum in Kirkstall on **Wednesday 28<sup>th</sup> November 2018**. The children will be travelling by coach, leaving school at 9.20am. They will be taking part in a Nursery Rhyme workshop in the morning then having a packed lunch which will be provided by school. After lunch they will be looking round the toy museum then leaving at 2pm to return to school.

By law, schools are not allowed to make a direct charge for educational visits. However, in order for visits to be financially viable we are asking parents to support their children with a voluntary contribution towards the overall cost, £4.71 in this case. This includes a charge from both the museum and the cost of hiring a coach. Although non-contribution will not automatically exclude a child, parents should be aware that if enough voluntary contributions are not forthcoming the visit might have to be cancelled.

A few parent helpers would be welcome, please let us know if you would be available to accompany the children on this exciting adventure. If you volunteer on the trip we must insist you adhere to our Safeguarding Policy and not use your mobile phone. This has caused several issues on previous trips.

Yours sincerely,

  
 Dawn Lowry  
 Headteacher

Date of trip	Wednesday 28 <sup>th</sup> November 2018
Time of trip	9.20am – 2.30pm
Venue	Abbey House Museum - Kirkstall
Lunchtime Arrangements	<b>Your child will be provided with a packed lunch by school, even if they normally bring their own packed lunch</b>
Dress code	School Uniform and coat
Spending money	Please do not bring any spending money on this trip
Voluntary contribution	£4.71



**RECEPTION TRIP TO ABBEY HOUSE MUSEUM 28<sup>TH</sup> NOVEMBER 2018**

I give permission for my child \_\_\_\_\_ to go on the trip to Abbey House Museum on 28<sup>th</sup> November 2018

I enclose a Voluntary contribution of £\_\_\_\_\_.  
(Please make cheques payable to Yeadon Westfield Infant School)

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

I am available to help on the school trip - yes / no

Please print your name below

Name: \_\_\_\_\_

We will contact parents by text by 19/11/2018 to confirm if they are required.