

*Love of Learning, Bright Futures, Happy Memories*



## HEACHAM JUNIOR SCHOOL

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1<sup>st</sup> March 2023

### Norwich Castle Museum Y4, Tues 16<sup>th</sup> May 2023

Dear Parent/Guardian

We are pleased to tell you that a curriculum trip has been arranged for Year 4 to visit Norwich Castle Museum to support their learning on The Romans. There will be a whole day of workshops and experiences.

**Children will need to be in class at 8am** please as the coach will be leaving at 8.15am. The children should arrive back at school at 4pm. Full school uniform along with a packed lunch and water/soft drinks is required. A packed lunch can be ordered in advance from the school kitchen, please use the form enclosed with this letter. Any travel or other medications required must be given to Mrs Tilbrook or Miss Pateman in the original packaging.

**The cost of the trip is £12.00** per student payable on ParentPay.

If you would like for your child to take part in this trip, please complete and return the attached permission slip.

A medical consent form will need to be completed on your child's ParentPay account along with payment of your initial deposit. Your child's place will **not** be secured until you have returned the reply slip below and completed a medical consent form online.

If assistance is required with the cost of this visit, please contact the school to obtain an application form for the schools Learner support fund. If insufficient contributions are raised to fund this trip, the school reserves the right to cancel this excursion.

Further remittance advice is available within the schools charging and remittance policy available on the school website and parents are encouraged to refer to this.

Yours faithfully,  
*Mrs Tilbrook*  
Class Teacher

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Please return completed trip forms to the School Office by **Fri 10/03/23**

**Norwich Castle Museum Y4, Tues 16<sup>th</sup> May 2023**

Pupil Name: \_\_\_\_\_ Year: 4

I will arrange for a payment of **£12.00** to be paid via ParentPay.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

EXECUTIVE HEADTEACHER  
Ms L Jackson

EXECUTIVE DEPUTY HEAD  
Mrs E Hunt

ASSISTANT HEAD  
Mrs E Jones



### Payment Plan

We appreciate that there is a significant cost to this trip, in an attempt to make this as accessible as possible, we have arranged for the following instalment plan to be available:

Date due	Amount	Balance due
31/03/2023	£6.00	£6.00
28/04/2023	£6.00	n/a

If you would like to take the opportunity to pay by instalments, please ensure that your instalment has been paid by the due date, a missed payment could lead to the trip being withdrawn.

While every effort has been made to ensure that the cost of this trip is accurately reflected in the price quoted, the school does reserve the right to amend costs or withdraw the trip should there be insufficient uptake in student numbers, or insufficient voluntary contributions received. On the rare occasion that prices do need to change this will be communicated to you *BEFORE* your deposit/first instalment is committed and becomes non-refundable.

In the event your child is unable to attend or you subsequently fail to make any payments, any instalments paid to date will be non-refundable\* (unless a suitable replacement can be found to take your child's place).

\*Except in the event of a medical condition preventing participation. In these circumstances a claim should be made to the schools travel insurer, please contact the school directly and they will assist with your claim (please note confirmation from your doctor will be required).

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Please return completed trip forms to the School Office by **Fri 10/03/23**  
**Norwich Castle Museum Y4, Tues 16<sup>th</sup> May 2023**

Pupil Name: \_\_\_\_\_ Year: 4

I will arrange for payment of **£12.00** to be paid via ParentPay in accordance with the above instalment plan.

I understand that should my child be unable to attend this trip the deposit will be non-refundable. Where contributions for a trip are via an agreed instalment plan, I acknowledge that I will only be refunded if a suitable replacement can be found to take my child's place.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

EXECUTIVE HEADTEACHER  
Ms L Jackson

EXECUTIVE DEPUTY HEAD  
Mrs E Hunt

ASSISTANT HEAD  
Mrs E Jones



West Norfolk Academies Trust



**School Lunch order Form**



**Norwich Castle Museum Y4, Tues 16<sup>th</sup> May 2023**

**Please return completed form to the Office by 31/03/2023 if you would like to order a school packed lunch for this trip.**

A packed lunch will include a sandwich of your choice, a cake or biscuit, Salad and Fruit bags. Drinks are not included.

Pupil Name: \_\_\_\_\_ in Year: 4

I would like to order a packed lunch

I agree to pay £2.30 on ParentPay (or free if in receipt of Free School Meals)

**Sandwich filling:**

Cheese     Ham     Egg

*DRINKS ARE NOT INCLUDED SO PLEASE ENSURE YOUR CHILD HAS SUFFICIENT DRINKS FOR THE DAY.*

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

**If you think you may be eligible for Free School Meals please apply online**

<https://fiso.norfolk.gov.uk/Synergy/Enquiries/Citizen/FreeSchoolMeals.aspx>

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