



Excalibur Primary School
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12 February 2016

Subject: Ford Green Hall - 10th March 2016

Name:	Miss Ann Other
Class:	3B

Dear Parents/Carers,

I am pleased to tell you that the Reception class will be going to Ford Green Hall, Stoke-on-Trent on Thursday 10th March. The visit has been carefully chosen based on the exciting opportunity it provides to enhance our planned learning. We will be undertaking the Gingerbread Man experience. The children will be looking around the hall, spotting characters from well-known stories and rhymes, making a finger puppet and tasting some gingerbread. If the weather and time permit they may also visit the nature reserve next door.

We do have a short walk from the coach to the house so your child will need to wear a coat and shoes suitable for the weather on the day. We will be leaving school at 9.00 am and will be returning to school mid-afternoon. You will need to pick your child up as normal at 3.15 pm. Children need to wear their usual school uniform for the trip.

All children will need a packed lunch and a non-fizzy drink. As Key Stage One children are entitled to a free school meal, the school can provide a packed lunch for your child as long as we have been informed by Friday 4th March. However, as this is a special occasion you may wish to provide your child's packed lunch yourself. Could you please indicate on the reply slip below your intention or inform the school office by email.

If you are providing a packed lunch we politely ask that you don't include sweets or bars of chocolate. Please also only put in what you think your child can eat. When faced with lots of choice children often get overwhelmed and as staff we are never sure if you are expecting your child to eat some or all of what you have provided! The children will be having a snack and a drink provided by Ford Green Hall so you don't need to send water bottles or snacks for that day.

A voluntary contribution of £7.75 per child is required for the visit to go ahead. This includes a workshop fee of £4.00 and transport costs of £3.75.

Please fill in the permission slip below and return to school with the appropriate money by Friday 4th March. Alternatively, you can pay and grant parental permission for the visit using the school shop on Parentmail2. If you require any help to set up your account please contact the school office.

Mrs Ling will be taking the children on the trip. When we take children on school trips we do sometimes ask for parent volunteers. However on this occasion, as this is the children's first trip, we will only be taking helpers who are employed by the school.

Yours faithfully,
Mrs D Rogers and Mrs J Ling

Ford Green Hall

I give permission for my child to take part in the educational visit to Ford Green Hall on Thursday 10th March and enclose a voluntary contribution of £7.75.

Please delete as appropriate - I will be providing my child with a packed lunch / I would like school to provide a packed lunch for my child

Child's name

Parent/Carer's Signature