



**Mr Richard November**  
**Executive Headteacher**  
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12<sup>th</sup> September 2018

Dear Parents/Carers,

### Royal Observatory and Planetarium

The Year 5 classes are planning an autumn term trip to **The Royal Observatory and Planetarium**, on Monday, 8<sup>th</sup> October 2018. The total cost of the trip is £10.00, (which may be paid in 2 instalments of £5.00), this covers the cost of the coach, insurance and entrance. This trip has been subsidised by the school, therefore If sufficient funds are not received the trip will not go ahead.

On the day the coach will **depart at approximately 9:15am**, and aim to **return by 3:30pm**, depending on traffic. Children will need to bring a packed lunch in a labelled disposable bag, which includes water. No fizzy drinks, nuts, sweets or chocolate please (If your child is entitled to a free school meal, a school packed lunch will automatically be provided). Alternatively, we can provide a school packed lunch at a cost of £2.20, please let us know via the tear off slip below.

Children must wear school uniform and sensible clothing according to the weather such as sensible footwear, and rainproof jackets. Please inform staff of any medical or dietary needs, also please complete the sentence regarding travel sickness.

**Please complete the attached reply slip and return it together with your payment in a sealed envelope by Wednesday, 26<sup>th</sup> September 2018.**

Kind regards,

Mr R November  
**Executive Head teacher**

.....  
\*Delete as appropriate – **Year 5 trip**

I \*give/do not give permission for my child.....class.....

to attend the trip to **Royal Observatory and Planetarium** on Monday, 8<sup>th</sup> October 2018.

Medical Conditions.....e.g. asthma

\*My child does suffer with travel sickness \*Yes/No    Tablets will be provided by family in sealed envelope \*Yes/No

\*I enclose the full payment of £10.00 towards the cost of the trip

\*I enclose the 1<sup>st</sup> instalment of £5.00

**\*School Packed lunch required    Yes/No**

Signed ..... Parent/Carer



