

WALPOLE CROSS KEYS PRIMARY SCHOOL

28 Sutton Road, Walpole Cross Keys,
King's Lynn, Norfolk, PE34 4HD.



Executive Headteacher: Ms J. Borley

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23rd November 2022

Year 4 Norwich Castle – Friday 3rd February 2023

Dear Parents/Carers,

We are pleased to tell you that a curriculum trip has been arranged for Year 4 to visit Norwich Castle to step back in time on the 3rd February. They will get the opportunity to talk to a Roman Soldier, discuss tactics and find out what it was like to be part of the Roman Army. They will speak with members of an Iceni tribe and find out how they feel about their defeated hero - Boudica. They will hear about life under the rule of the Romans.

All children will need to be in school at the earlier time of **8:10am PROMPT** in **full school uniform**. They will need to bring their water bottle and a healthy snack. They will be out all day therefore they will need a **packed lunch** from home or school (if a school packed lunch is required please order via Parentpay in the usual way by midnight on Sunday 29th January). Children will be back to school for a late pick up time of **3:30pm**, please bear with us if we are slightly late due to traffic.

The cost of the trip is ***£11** per pupil. If you would like for your child to take part in this trip, please give your consent and pay the first instalment on ParentPay no later than **Friday 2nd December**. A medical consent form will need to be completed on your child's ParentPay account along with payment. Your child's place will not be secured until you have completed the consent on ParentPay.

***If assistance is required with the cost of this visit, please contact the school to obtain an application form for the school's Learner support fund. The payment item has been set up in instalments, however if you wish to pay in full you can pay all instalments at once. 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.

By providing your permission you will be accepting that you understand the following:

- I fully understand and accept that, while the supervisory adults in charge of the group will take all responsible care of my child, neither they, nor West Norfolk Academies Trust, can necessarily be held liable in respect of loss or damage to property or injury suffered by my child arising out of the educational visit/journey, unless such loss, damage or injury results from the negligence of West Norfolk Academies Trust, its employees or official volunteers.
- I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by medical authorities present. Please provide any details of any medication that your child will need to have on the day on the reverse of this form.
- I also confirm I am happy for my child to be transported by coach to and from this event. I understand the extent and limitations of the insurance cover provided.

Should you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely,

Mr Overton, Assistant Head & Class 3 Teacher



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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
2/12/2022	£5.50	5.50
31/1/2023	£5.50	£0

If you would like to take the opportunity to pay by instalments please ensure that your first 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).

If you wish to pay instalments please return this form to the school office no later than Friday 2nd December:

Enter Trip Name: Year 4 Norwich Castle

Enter Trip Date: Friday 3rd February 2023

Student Name:..... Year

I will arrange for the total of payment of **£11** 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.