

# WALPOLE CROSS KEYS PRIMARY SCHOOL

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



Telephone 01553 828680  
office@walpolecrosskeysprimary.co.uk  
www.walpolecrosskeysprimary.co.uk

Executive Headteacher: Ms J. Borley

13<sup>th</sup> October 2023

## Yr1 Zoolab @ West Lynn Primary School – Thursday 23<sup>rd</sup> November 2023

Dear Parents/Carers,

We are pleased to tell you that a curriculum trip has been arranged for Year1 to visit West Lynn Primary School to take part in a 'Caring for Living Things' workshop - an animal handling session by Zoolab. Our children will be meeting and learning lots about small creatures such as toads, rats, snakes, etc.

We will be travelling to West Lynn Primary School for this experience on the afternoon of Thursday 23<sup>rd</sup> November. The minibus will be leaving the school at lunchtime – after they have eaten - and we will return to school by the usual pick up time of 3:15pm. Children must wear **full school uniform**.

The cost of the trip is **\*£8.75** per pupil. If you would like for your child to take part in this trip, please give your consent and make your 1<sup>st</sup> payment on ParentPay no later than **Friday 20<sup>th</sup> October**. 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 minibus 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,

**Mrs Reale & Mrs Preston**  
**Class 1 Teachers**



We're working  
towards Artsmark  
Awarded by Arts  
Council England



Part of  
**West Norfolk  
Academies Trust**

## 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
20/10/2023	£4.75	£4.00
20/11/2023	£4.00	£0

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 this form to the school office no later than Friday 20<sup>th</sup> October.**

Enter Trip Name: Yr1 Zoolab

Enter Trip Date: Thursday 23<sup>rd</sup> November 2023

Student Name:..... Year .....1.....

I will arrange for payment of **£8.75** 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.