

30<sup>th</sup> October 2019

Dear Parents/Carers

**VISIT TO EASTBURY MANOR HOUSE - Thursday 17<sup>th</sup> October – 5 ASPEN AND HAWTHORN**

We are planning an educational visit on Thursday 17<sup>th</sup> October for 5 Aspen and Hawthorn pupils to Eastbury Manor House, Barking, in connection with our History topic.

The children will be leaving school at approximately 8.50 am and travelling by London Transport from Upminster Bridge station to Upney station accompanied by teachers, teaching assistant and parent helpers. The children will arrive back at school around 3.30 p.m.

We are requesting a voluntary contribution of £8.50 towards the cost of this visit. However if insufficient voluntary contributions are received the trip may have to be cancelled. To ensure that no children are disadvantaged please contact us if you have any problem with payment. Payment is to be made online by ParentPay ([www.parentpay.com](http://www.parentpay.com)); please ensure you select the appropriate trip. Please note Branfil is now cashless and therefore we no longer accept cash or cheque.

The children will need to wear school uniform and bring a packed lunch and drink (no fizzy drinks) in a named carrier bag please. Please note that your child will not require any spending money for this trip as the shop will not be open.

The teachers will be taking photographs throughout the day which may appear on the Branfil website; should you have any concerns with this please see the class teacher. Please sign the permission slip attached and return to class teachers.

We would like the help of parents/carers to join us on this trip, however, you will need to hold a current DBS check; if you are unsure about this please enquire at the office. Please indicate on the permission slip attached if you are able to help and you will receive confirmation from us if we will be taking up your kind offer. Names will be picked out of a hat if we have too many volunteers offering to go.

Yours sincerely

Mrs Daly and Miss Saker  
Class Teachers

5 ASPEN and HAWTHRON - VISIT TO EASTBURY MANOR HOUSE – Thursday 17<sup>th</sup> October

Child's name.....

Class.....

I agree to..... (name) taking part in this visit and have paid a contribution of £8.50 towards the cost of this visit by PARENTPAY.

ParentPay

#### MEDICAL INFORMATION

Any conditions which require medical treatment/medication: (please list)

I authorise members of staff during the course of the visit to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner.

I am aware that photos taken on this trip which may include my child may appear on the Branfil website.

Name.....Parent/Carer

Signed.....Parent/Carer

Dated.....

Telephone No.....

Alternative emergency contact telephone.....

I would be available to help with the trip to Eastbury Manor and have a current DBS certificate.