



Dear Parents/Carers

25th April 2022

We are very pleased to tell you that we are planning to take Years 1 & 2 to visit RHS Garden Harlow Carr in Harrogate on **Monday 16th May**. This educational visit links to our Science topic – ‘*Living things and their habitats*’; children will participate in two workshops throughout the day.

The children will travel by coach fitted with seatbelts. **We will depart Sutton CP promptly at 9.00am so children need to arrive in school at 8.30am**; we will return for 3.30pm. To enable the trip to go ahead, we will need to ask parents/carers for a voluntary contribution of **£7.50 per child** to cover transport costs; garden entry and insurance costs will be subsidised by school. No child will be excluded from the visit on the grounds of non-payment however, if insufficient contributions are received, then the trip may have to be cancelled. All educational visits are meticulously planned with a full risk assessment and have appropriate staffing levels in line with North Yorkshire guidance.

As your child is eligible for universal free school meals, we can provide a healthy packed lunch on the day unless you prefer to send one in from home. **You will receive a questionnaire by email to enable you to choose a packed lunch option which must be returned by 4th May latest – your child will need to bring a small backpack to put it in.**

They will need to wear a school jumper, comfortable bottoms (eg. joggers/leggings), sensible shoes, a coat and have had sun cream applied and a sun hat if sunshine is forecast. They will also need their water bottle.

We are very excited about our trip and are sure the children will have a fantastic day! Would you please complete the reply slip below to give permission for your child to take part and return by **Wednesday 11th May at the latest**.

Yours sincerely

Miss Baldwin Miss Bell

Costings	Number of children: 59	Cost per head
Transport	£445.00	£7.54
Insurance	£ 22.42	£0.38
Entry to Harlow Carr Gardens	£177.00	£3.00
Total	£644.42	£10.92
School subsidy direct from budget	£201.78	£3.42
Minimum voluntary contribution		£7.50

Years 1 & 2 Trip to Harlow Carr Gardens – Monday 16th May

I *do / *do not give permission for my child(print name) to take part in this visit.

I will make a ParentPay payment of £7.50 by Wednesday 11 May *Yes / *No

*I will bring a packed lunch from home.

*I would like school to provide a packed lunch

**Please delete as appropriate*

Signed _____

Date _____