Dear Parent/Carer,

Re: Year 4 trip, Colchester Zoo

As part of our Rainforests Topic, we have booked a school trip to Colchester Zoo for Year 4 on Wednesday 21st September 2016. We have chosen an earlier date than that of last year's trip to take advantage of the warmer weather. Hopefully this will mean that we can eat our lunches as a picnic! We will be focusing on rainforest and endangered animals during our visit using educational materials supplied by Colchester Zoo Education Dept which we will also use to further our study during the term.

The children will be transported by coach and the trip will take place within the school day, so children should be dropped off and collected at school at the usual times.

They will need to bring a packed lunch and drink with them. No fizzy drinks, glass bottles, chocolate or sweets please. If you are entitled to Free School Meals and would like the school to provide this, please let us know by indicating on the slip below. The children must wear school uniform and a suitable coat depending on the weather.

If your child is likely to require any medication during the day, this should be clearly labelled and handed to the class teacher. A form giving the school parental consent to administer the medicine should also be completed prior to the trip and this can be obtained from the school office.

The cost of the visit is £15.10 which covers admission, the cost of the coach and a goodie bag. If your child has a valid Gold or Platinum Pass for the zoo, then a reduced cost of £8.11 can be paid to cover just the cost of the coach and your child will need to bring their pass into school with the permission slip, so that it can be taken on the trip.

In line with Government regulations, this amount can only be asked for as a voluntary contribution. However, if insufficient contributions are received then the trip will have to be cancelled as the school has no funding for activities of this nature. Should you need to discuss your contribution you may do so in confidence by contacting the school office. Payment can be made online at www.payyourschool.co.uk. If you have not already registered please contact the Finance Office for an activation code. Alternatively you may pay by cash or cheque (made payable to Newlands Spring Primary School).

We will require assistance for this trip and if you are able to help on the day, please let your child’s class teacher know or annotate the permission slip below.

Please complete and return the slip below together with your payment details by Wednesday 14th September. Cash or cheque payments should be placed in an envelope with the slip and your child’s name should be clearly marked on the front of the envelope.

Yours sincerely,

Miss Barnes and Mrs Clifton.
Visit to Colchester Zoo  Return by Wednesday 14th September 2016

I give permission for .................................................to go on the visit to Colchester Zoo and travel by coach on Wednesday 21st September 2016.

☐ I have made an online payment of .........................
☐ I enclose my cash/cheque payment of ...................... (please tick appropriate box).
☐ I am entitled to Free School Meals and I would like the school to provide a packed lunch. 
   (The school packed lunch will consist of a cheese sandwich, a piece fruit, a biscuit or cake and water) 
   (Please tick if applicable)
☐ I am able to help on the day and my contact number is ..................................................

Signature of Parent/Carer: ............................................ Date: .................................