



Friday 15<sup>th</sup> September 2023

Dear Year 5 Parents and Carers

As part of this terms “Conflict” project, both Upper Phase year groups will be visiting the Winchester Military Museum, with Year 5 visiting on Wednesday 29<sup>th</sup> November and Year 6 visiting on Thursday 30<sup>th</sup> November.

We will be leaving school at 9.15am, after registering the children, and travelling by coach. We will spend the whole day at the museum where the children will be walking outside so we ask that they are dressed appropriately in their school uniform for the weather conditions on the day. The children will need to bring a water bottle and a packed lunch. If your child is entitled to free school dinners, or you would like us to arrange a packed lunch, please complete the form online. Your child will not need any money during the trip. We will return to school before the end of the school day.

We are asking for a voluntary contribution of **£12.15 per student** to cover the costs of the transport, workshop and entrance fee. Please note that although this contribution is voluntary, if we do not receive sufficient donations to cover costs, we may not be able to run the trip. To comply with our Charging and Remissions Policy please find a breakdown of these costs at the end of this letter.

**Payment assistance:** If you are unable to contribute the requested amount please indicate this on the reply slip online and the school office will be happy to discuss possible payment options/assistance.

**Parent Volunteers:** We have a few spaces for parent volunteers on this trip. If you are an approved Sun Hill Junior School volunteer and would like to help of the day please complete the section on the online form. Parents will sometimes be in the same groups as their child but this is not always possible as we are required to assign a set number of staff and volunteers per group.

**Breakdown of costs:** The costs attributed to this trip are as follows: Entry fees & Workshop £5 per child and Transport cost for 2 coaches £800

**Permission and payment:** All parent permissions are now taken online through sco-pay. Please login to your child’s account, find the trip entitled “Year 5 Trip to Winchester Military Museum” and complete the required form. If you have not set-up your child’s tucasi scopay account yet please contact the school office.

Yours sincerely

Ms Rhys-Jones and Miss White