



'Learning together, loving others, guided by God'

Heene Church of England (Aided) Primary School

Headteacher: Mrs Jo MacGovern

Friday 1st February 2019

Dear Parents/Carers of

YEAR 4 VISIT TO FISHBOURNE – Tuesday 5th March 2019

As part of our Romans topic we are pleased to inform you that we have arranged a visit to Fishbourne Roman Palace. We will be travelling by coach and leaving school at 9.15am precisely so please ensure that your child is on time for prompt registration at 8.50am. We will be back at school around 3.15pm. We need a few adult volunteers. If you can help, please complete the appropriate section on ParentPay and we will contact you.

Your child needs to wear school uniform, a suitable coat and footwear; bring a bottle of water (no glass bottles or fizzy drinks), a snack and a packed lunch. If you normally pay Chartwells for a school meal please ensure you do not order for **Tuesday 5th March 2019**, and provide your child with a packed lunch instead. Please pack these in a named 'back pack' style bag as the children need their hands free. If your child currently has free school meals, Chartwells can provide a packed lunch please complete the appropriate section on ParentPay.

We would ask you to make a voluntary contribution of £14.25 to cover the cost of this visit. Although we are able to subsidise trips to some degree, unless those parents who are able to make a contribution do so, it is probable that these visits could not take place. We appreciate that some families might find it difficult to contribute all or part of the suggested sum and, if you feel that you are in such a position, please do not hesitate to speak to one of us or the HeadTeacher in confidence. All children will be included in the visit.

Medicines Note: If your child needs travel sickness medication during the trip please ask the office for a consent form. We cannot give your child the medicine if you do not complete this form.

All payments now need to be made via ParentPay. The attached letter gives details of how to set up your account and make payments and includes your child's unique reference number. Please make your payment via ParentPay no later than **Thursday 14th February 2019**. If you do not have a bank account or credit card, payments can be made using PayPoint and the office can issue you with the required barcode.

We recently wrote to inform you that we would be changing to a global consent system rather than asking for permission for each individual activity. The global consent form is attached and we would ask that this is completed and returned to the office **by Thursday 14th February 2019**. Completing this form will mean you do not have to complete a form for every trip your child goes on. If you have any concerns about the nature of the activities taking place or wish to withdraw your permission for this trip please contact the school office.

If you have recently changed your contact details or have a new mobile phone number please make sure we have the new details and you will be available on those numbers during this trip.

Yours sincerely
Ms Moyle
Year 4 Team

Miss Atkinson

Mrs Evans



Norfolk Street, WORTHING, West Sussex BN11 4BB

Email: office@heeneprimary.co.uk

Telephone: 01903 201386

Fax: 01903 215033