Dear Parents,

**Year Two Visit to The Botanical Gardens**

We are hoping to take our four Year Two classes on a full day visit to The Botanical Gardens on Wednesday 11th October 2017. The visit is part of the children’s science topic about plants.

We will be asking for payment the week beginning 25th September. This letter is to gather the opinion of parents before committing to this trip.

The voluntary contribution per child will be approximately £12.30. We cannot give a definite figure at this stage as we will not be able to finalise coaches until we know that we have enough interest from parents to allow the trip to go ahead. This will cover coaches, insurance, entrance fee (including an educational talk) and wristbands.

Our trips can only go ahead if enough voluntary contributions are received. We are not allowed to make ANY profit from School Trips and only have enough money in the School Budget to subsidise those families in need of financial support. The expectation is for those who are unable to pay the full amount to see myself for a discussion about how we can help.

Could we ask you to fill in and return the attached slip to school by **NO LATER than Friday 22nd September 2017**. This will help us to make the decision as to whether or not we have enough interest to book the trip; we will let parents know the outcome by the beginning of next week.

Yours sincerely,

Mrs J Wood
Headteacher
☐ I confirm that I am willing to give consent for my child to visit The Botanical Gardens on Wednesday 11th October 2017 and will pay the approximate voluntary contribution of £12.30.

Childs name .................................................................................................................. Class........................................

Parent’s Signature ...................................................................................................... Date ..........................

Anybody experiencing difficulties with payment, please make an appointment to see Mrs Wood.

Please DO NOT enclose any money at this stage.