



Billingshurst Primary School
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20th October 2016

Dear Parents/Carers,

Visit to the South Downs Planetarium

As part of our topic we have organised for Year 5 to visit the South Downs Planetarium in Chichester on Friday 18th November, to experience the opportunity to see the night sky in all its glory, as well as meet experts and ask questions.

We plan to leave the school at 9.15am and return to school by 3.00pm.
For our visit the children will need:-

- A packed lunch carried in plastic bag so that it can be disposed of.
- Two drinks in cartons or plastic bottles so they can be disposed of (no fizzy drinks or drinks in glass bottles please)
- The children will need to wear their school uniform.

If your child normally has a hot school meal, this will need to be cancelled for this day. Those children who are eligible for free school meals will receive a packed lunch from Chartwells.

There will be an opportunity for the children to visit the small gift shop at the planetarium. We suggest that they bring no **more than £3 in a named envelope on the day of the trip.**

We are asking for a voluntary contribution of **£10.30** to cover the cost of the trip. Although the contribution is voluntary, it should be pointed out that the visit could not take place unless all parents, who are able, are willing to contribute.

Payment and the completed consent form will need to be returned by Friday 4th November 2016. Where possible, parents should use ParentPay to make this contribution and to give consent online. Please ask at the office if you need help or have lost your activation letter.

We now keep an annual pupil medical consent form in the office and a copy of this will be held by the trip leader. If you have not completed a medical form or your child's medical circumstances have changed please request an update form from the office.

We appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum. If you are in this position and have need of financial assistance, please apply in confidence to the school office.

It should also be stressed that if a family were unable to contribute, and the trip were still to proceed, no child within the year group for whom the trip is intended will be disadvantaged and be left out of the activity.

Yours faithfully,
The Year 5 team



South Downs Planetarium, Chichester - Year 5 School Visit
Consent Form for Parents NOT paying online

Name: Class:.....

- My child will be attending the above trip and I enclose £10.30
- My child will not be attending the trip

Signed:.....

(*Please make cheques payable to Billingshurst Primary School)

