

Whitefield Primary School

Oaklands Drive, Penwortham, Preston, PR1 0RH.

Headteacher: Mrs Sarah Foster



Telephone: 01772 744449
Fax: 01772 750605
Email: bursar@whitefield-pri.lancs.sch.uk

3rd March 2016

Dear Parent/Carer

PROPOSED VISIT TO: Judges' Lodgings Museum in Lancaster

In conjunction with Year 1's class studies this term we are proposing to visit the above museum in Lancaster on Wednesday 23rd March 2016.

As part of the visit the children will have sessions on parlour games, traditional story time, upstairs and downstairs in a Victorian household and Victorian school days.

We will be leaving school at 9.15am after registration and will return to school for 3.30pm. The transport arrangements are Redline Travel, Penwortham.

We are asking for a contribution of **£10.50** per child. Please could you send your contribution into school by **Monday 14th March**. If you are paying by cheque, please make the cheque payable to Whitefield Primary School. You can also use the on-line payment method. Unfortunately if insufficient contributions are received, we will be unable to proceed with the visit.

Please could the children come to school in their uniform as usual with:

- their own water bottle.
- a coat.
- comfortable school shoes.

A packed lunch will be provided by school with a choice of sandwich fillings available (please indicate your child's choice on the reply slip) or you can provide a packed lunch from home. Please do not send any fizzy drinks or products containing nuts.

The following staff will be accompanying this visit:

- Mrs Williams
- Miss King

- Mrs Bearton
- Mrs Morris
- Miss Wilkinson

We will require helpers for the visit so if you are available to help please let us know as soon as possible.

For emergencies during the visit please contact the school office on 01772 744449. If you have recently changed your land line/mobile telephone number, please inform the school immediately.

You will be aware that the school holds medical information on your child. Please contact the school prior to the visit if there has been any recent illness of which we should be aware.

Please note that this visit is covered by Lancashire County Council public liability insurance but there is no personal accident insurance for your child. If you feel that this is necessary, you will need to make separate arrangements.

You are reminded that the school has a code of conduct for behaviour. Upon request, this can be sent to you in order that you are aware of the expectations. Copies of written risk assessments for the activities are available on request from the school.

If you have any concerns regarding your child and this visit, please do not hesitate to contact the class teacher.

Yours sincerely

Handwritten signatures of Mrs Williams and Miss King. The signature on the left is 'Mrs Williams' and the signature on the right is 'Miss King'.

**Mrs Williams, Miss King
YEAR 1 CLASS TEACHERS**

Year 1 Proposed Visit to Judges' Lodgings Lancaster 23rd March 2016

Child's name Class

I enclose cash/cheque contribution/paid on-line of £.....

My child will need a school packed lunch of: Cheese

Ham

Tuna

My child will bring a packed lunch from home

I can/cannot help on the day

Signed by parent/carer