



7th September 2023

To the Parent/Carer of Children in Fox Class

Dear Parent/Carer

RE: Request for voluntary contributions for educational visit

At Mercer's Wood Academy, we understand that learning outside of the school environment is a valuable and effective means of enhancing the curriculum and pupils' learning, understanding and personal and social development.

In light of this, we are planning an educational trip to The Collection at Lincoln on Wednesday 20th September 2023 for children in Fox Class (year 4).

We believe that this trip will prove to be significantly beneficial to pupils, and we hope that as parents, you will also recognise the value and importance of this visit.

Whilst we offer as much funding as is possible towards our educational visits, we, unfortunately, do not have the available financial resources to fund the full amount of this visit. In order to ensure that this opportunity is available to our pupils, we would like to ask for a voluntary contribution of £6.25 from the parents of the pupils invited on the trip, although you are welcome to give more, if you are able, or if you have more than one child invited on the trip and would like this to be reflected in your donation. Please see the table below outlining the costs requested per pupil:

Contribution	Amount per pupil
School contribution (cost of transport)	£295.00
Parental contribution requested from parents	£6.25

We would like to make it clear that this contribution is entirely voluntary from yourself and there is no obligation for you to submit this payment. However, as we are unable to cover the full cost, insufficient funds may result in the visit being unable to go ahead. If we have already received donations prior to the cancellation of the trip, please be assured that these will be refunded to parents in full. We would also like to inform you that, should you decide not to make a contribution, neither yourself nor your child will be treated any differently, and your child's place on the trip will not be removed as a result of no donation. All donations are greatly appreciated and will mean that, if we can cover the full cost together, we will be able to enhance your child's learning in the way in which we believe is most beneficial.



Mercer's Wood Academy

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If you would be able to provide a contribution, payments can be made via Arbor. Please note, the deadline for any voluntary contributions to be returned by is Friday 16th September. Consent for your child to go on this trip will also be requested as you make payment. Please accept our apologies for the short notice and due to this, we can extend the payment deadline if this will assist you in making payment.

As with all our visits, we reserve the right to refuse any child whose behaviour constitutes a risk to the health and safety or well-being of others. Children who do not go will work in school.

Your child will need:

- A packed lunch for the day including a non-fizzy drink. Children in receipt of Free School Meals will be provided with a meal from our school kitchen but will need to bring their own drink.
- Sensible shoes as there will be some walking
- A waterproof coat, whatever the weather!

Children will leave school at 9.00 am and will return at approximately 3.00 pm. Please ensure that your child is in school on time so that the bus can leave promptly; children arriving late at school and who miss the bus will remain in school and any contributions will not be refunded. We will notify you as soon as possible if there are any delays.

Important:

If your child suffers from travel sickness, please make sure your child takes their medication **before** coming in to school in the morning. If your child will also require medication for the return journey, **please complete the attached request for administering medication form and return to school with your reply slip. Medication should be sent in to school in a sealed envelope with your child on the day of the visit.**

Medication will not be administered unless this has been completed.

For more information on voluntary contributions and our policy towards allocating pupils' places on our visits, please read our Charging and Remissions Policy and our Educational Visits Policy, both of which can be accessed via our school website. Alternatively, hard copies of both policies are available upon request from our school office.

Finally, I would like to thank you for taking the time to read this letter and I hope that we are able to cover the costs of this trip in order to provide your child, as well as other pupils, with this great learning opportunity. If you have any questions or concerns, please do not hesitate to contact Miss Ryan by calling the school office on 01427 612572 or by emailing mercerooffice@talloaksacademy.co.uk

Yours sincerely

Mr K Ola
Head of School



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