



19th October 2023

To the Parent/Carer of Children in Mole Class (Year 2)

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 Lincoln Castle on Tuesday 16th January 2024 for children in Mole Class (Year 2). The children will be taking part in a workshop which will include the following activities:

- Castle Wall Tour** – with details of the history of Lincoln Castle and how it was built.
- Medieval Role Play Banquet** – a group role play medieval banquet with costumes, jesters and dancing.
- Knights and Archers** – Train to be a Medieval Archer and explore armour and equipment needed to be a good knight.
- Shield Making** – Design and create their own coat of arms.

We believe that this trip will prove to be significantly beneficial to pupils and their learning topic this term which is The Battle of Hastings.

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 £10.00 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)	£10.00
Parental contribution requested from parents (entrance fee)	£10.00



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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:

- Sensible shoes as there will be some walking
- A waterproof coat (a hat, scarf and gloves would also be beneficial if the weather is very cold)

As your child receives universal infant free school meals, a packed lunch will be provided for all children by our school meals provider. You are, however, able to provide your own packed lunch for them if this is preferred. 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.**

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