

Communication to parents

Subject Header: Newhaven Fort

Dear Parents/Carers,

We are organising a school trip to Newhaven.

Trip Summary:

Trip	Newhaven Fort
Date	Wednesday 29 th September
Children attending	Year 6
Departing from school at	9.00am
Arriving back at school at	3.00pm
Method of Transport	Coach
Cost	£15.40
Payment due by	22 nd September
Clothing Required	School uniform
Will my child need a packed lunch for this trip?*	Yes

Food*

If have ordered a hot meal for your child for this date, please contact the Chartwells office via telephone or email. They will refund the cost providing they receive 5 full working days' notice.

If your child is entitled to a free school meal please tell us, via your sQuid account, if you wish Chartwells to supply a packed lunch.

Helpers

In order to ensure everyone's safety during this trip we are asking for help from parents and/or grandparents please. It may not be possible to run the trip if we do not get any offers of help. If you are able to help please tell us via your sQuid account and we will contact you in due course.

Payment

Please make your payments and give consents via your sQuid account. If you are unable to access sQuid please bring a cheque to the school office and request a paper version of the consent form. You are invited to make a voluntary contribution to cover the cost. However, unless all parents, who are able to, contribute towards the costs, the trip may not take place. If you are not able to pay the full amount please contact the school office by phone or email who will arrange for a member of the Senior Leadership Team to discuss the matter further with you.

Kind regards

The School Office