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Executive Headteacher: Mrs Rebecca Allard
Head of School: Mrs Maria Allen

Dear Parent/Guardian

Ms Davis is planning to take Class 2 to Sheffield Manor Lodge on Thursday 22nd June 2023 to enhance what the children are learning.

The children will leave school at approximately 9.15am and will return back to school for normal finishing time. As the children will be out all day they will require a packed lunch. If your child has universal free school meals and you would like the school to provide a packed lunch, please select on the online parental consent form and return by **Monday 22nd May**. The packed lunch will include a sandwich, fruit and a dessert; you will need to provide your child with drinks.

School are asking for a contribution of £12.00, payable by 12th June 2023. In view of the advice from the DfE we have to inform you that payment for the excursion is at the discretion of the parent and any contribution will be viewed as being voluntary. It is important for us to stress that in the event of an inadequate number of parental contributions being received it will not be possible for the excursion to take place and any money received will be re-imbursed.

On the day of the visit please ensure that children are wearing their school jumper and suitable clothing and footwear. Children do not need any spending money.

Payment for the visit should be made via School Money. If you have misplaced your password or barcodes please contact the school office.

Yours sincerely

Mrs M Allen
Head of School