



15th December 2017

**Richmond Hill Primary Academy
Voluntary Academy**

Principal Mrs D Secker
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Sprotbrough
Doncaster DN5 7SB

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Dear Parents/Carers of Year 2 pupils

Visits 2017/2018

We would like to provide you with information about proposed visits in your child's class for the remainder of the academic year 2017/2018. This will enable parents to receive payment details well in advance and budget accordingly.

In the current climate of budget cuts to schools nationally, we have had to make the decision to inform parents that if visits are not fully supported by ALL parents and paid in full at least 5 weeks before the planned visit date or sooner if there is a specified cancellation fee attached to the booking, then it will be necessary to cancel the visit.

Could you please complete the information attached to this letter to confirm if you are willing to support these visits and return it to the Academy Office by **Monday 18th December 2017**. You will be informed by text message if the proposed visits are confirmed. Once visits are confirmed they will appear on your child's parentpay account for payment to be made by a specified date.

Prior to the visit we will also provide you with further information about the arrangements for the day of the visit e.g time of departure/return to school etc.

Year 2 – 2017-2018

Date of Visit	Venue	No. of pupils	Entrance Cost per pupil	Bus Cost per pupil	Insurance per pupil	TOTAL COST per pupil & deadline date for payment
05/12/17 VISIT ALREADY TAKEN PLACE	Cast Theatre FOR INFORMATION ONLY - VISIT ALREADY TAKEN PLACE	48	£11.68	£4.67	£0.15	£16.50 FOR INFORMATION ONLY - VISIT ALREADY TAKEN PLACE
Tuesday 16 th January 2018	Tempus Theatre Visit INTO School – To learn about Samuel Pepys and The Great Fire of London	48	£4.58	N/A	N/A	£4.58 Deadline – Monday 8 th January 2018
Wednesday 23 rd May 2018	Normanby Hall – To support our class topic The Victorians	48	£7.50	£9.79	£0.15p	£17.44 Deadline – Monday 9 th April 2018
Monday 16 th July 2018	Tropical Butterfly House (Sheffield) – To look at animals and their habitats	48	£7.63	£8.90	£0.15p	£16.68 Deadline – Monday 4 th June 2018

Yours sincerely
Debbie Secker
Principal

The Rose Learning Trust.



TRANSFORMING FUTURES COLLABORATIVELY

Please return to the Academy Office with the completed medical form no later than
Monday 18th December 2017

VISITS 2017-2018 – YEAR 2

Name of Pupil:- _____ Class:- _____

Date of Visit	Venue	TOTAL COST per pupil	✓ Yes I fully support the following visit(s)	X - No I do NOT support the following visit(s)
Tuesday 16 th January 2018	Tempus Theatre Visit INTO School	£4.58		
Wednesday 23 rd May 2018	Normanby Hall	£17.44		
Monday 16 th July 2018	Tropical Butterfly House (Sheffield)	£16.68		

Please tick the following as appropriate

I agree for my child to participate in the above visits. I enclose a **completed medical form and agree to pay the full amounts via ParentPay or with a barcoded letter at a PayPoint outlet by the deadline stated.**

For Reception/KS1 children on UFSM only:-

My child has a UFSM, please provide a school packed lunch

Or

My child has a UFSM, but I will provide a packed lunch

I would like to volunteer as a parent helper on the visit to

Normanby Hall

Tropical Butterfly House (Sheffield)

Signed:- _____ Person with Parental Responsibility

Date:- _____