

26th May 2022

Dear Parents and Carers,

Portchester Castle

At Berrywood we aim to offer your children the fullest possible education, with a varied exciting curriculum. As part of this, projects are often supported by educational visits or visitors, which I know are thoroughly enjoyed by everyone.

The school budget finances all the 'essentials' that are needed to ensure the National Curriculum is delivered, but cannot support these visits. It is for this reason that I have to ask parents if they are willing to contribute towards the cost where applicable. If you are unable to contribute the full amount, any contribution received would work towards making the trip more viable. Should a number of parents not be prepared to make a contribution then, unfortunately, the visit may not be able to proceed.

Year 1 are planning a visit to Portchester Castle, on Thursday 16th June to support their project "Once upon a Time" about fairy tales, kings and queens. A voluntary contribution of £10.91 is required to help cover the cost of this trip.

The income generated from school trips has declined year on year, despite the cost of transport having increased significantly. This has led to the school making a loss to the value of tens of thousands of pounds over this period. I would also like to stress that **schools are not allowed to make a profit from any trip or visitor** and therefore, in the interests of openness, a breakdown of the cost of this trip is shown below.

Activity	Cost
Portchester Castle Entry	£
Coaches	£840.00
Staffing Costs	£
Total	£840.00
Divided by 77 Children	£10.909 per head

Your child is entitled to a universal free school meal therefore a packed lunch will be provided if required. The packed lunch will contain a cheese roll or a ham roll, a biscuit or a cake, and a piece of fruit. Please complete the reply slip below to enable us to produce the correct number of packed lunches on the day. You can provide your child with their own packed lunch. Ideally, we would prefer not to carry lunchboxes around as they can be heavy and cumbersome but we also want to be environmentally friendly, so please be mindful of this when packing lunches. If you would like us to provide you with a paper/ compostable bag to put your child's lunch in, please let us know. For health and safety reasons, no glass bottles or cans please. All children will take their own water bottle and will bring this back to school with them. Children will be provided with their usual fruit snack but if you wish to provide your child with their own fruit snack, please ensure it is named.

Children will need to wear their school uniform for the trip with a pair of trainers. There is a lot of uneven ground and some slippery stones. The children will be spending some of the day outside so please ensure weather appropriate clothing for the day, waterproofs for wet weather and sun hat if sunny. Please apply any sun cream in the morning before school. We will endeavour to find a shady spot for lunch. (If raining we have permission to eat lunch in the church).

Please complete the Google form, link below, giving your consent for your child to attend the trip. We are unable to take children on the trip if we do not have consent. Please also inform us of your emergency contact details should we need to contact you during the day and record any medical needs your child has.

<https://forms.gle/6Ei84q7jR44eXEjo7>

We would also be extremely grateful of any parent volunteers to accompany us on the trip. Please use the slip below to indicate whether you would be able to help on the trip and a member of the Year 1 team will contact you.

In order for us to inform HC3s of the correct number of packed lunches required, please complete the Google form no later than **Monday 6th June 2022 at the latest**.

We do hope that this is an enjoyable and educational learning experience for the children. If you do have any questions, please contact your child's class teacher.

Yours sincerely,

 Chris Reilly
 Headteacher
