



Reception Trips

17th November 2021

Dear Parents/Carers

Learning outside the classroom is a hugely valuable and effective way of extending pupils knowledge, enriching pupils understanding and promoting personal and social development. This is why CFS promotes and encourages the organisation of educational visits for all primary pupils and it is hoped that parents will also recognise the value and importance of these visits by giving their full support.

We are asking every parent/carer to pay a **one-off** voluntary contribution for their child which will cover all trips and visits for the whole academic year. We hope that this one-off payment and consent will ease the administration for both the School and parents/carers, and allow the parents to budget and plan appropriately. Exceptions to this will be for residential trips, after school clubs including activities outside of school hours and events that are only relevant to a select group of pupils – such as Young Voices.

A ParentPay activation letter should have been brought home in your child's bookbag at the beginning of term, you will need to activate your account to make the payment. If you do not have this letter, please contact the Finance Office on finance@chichesterfreeschool.org.uk. Please state your child's name so we can reissue the letter.

You will see a payment item on ParentPay called 2021/22 EYFS Primary Trips and we are asking for **£20 for the year** to be paid by 1st December. Although payment is voluntary, if insufficient voluntary contributions are made, we will not be able to offer the extensive programme of educational visits that we hope to.

Costs for every trip and visit are calculated as near as possible to break even and any non-payments have to be subsidised by the school. If you are unable to contribute, you are invited to contact the school office in confidence, so that arrangements can be made to cover the cost of your child's participation. In accordance with the schools charging policy, if the school makes a profit of more than £5 per pupil, then the profit will be refunded. We will continue to ensure the best value for money on our trips.

Annual consent will be requested on ParentPay, along with any details of emergency contacts and any dietary or medical information. We will issue letters in advance of each trip in the usual way giving detailed information on the trip but we will not need to ask for individual trip consent. We therefore ask that prior to any trips taking place, parents contact us if there are any changes to the consent details given at the beginning of the academic year.

If you have any queries at all please contact the school office on office@chichesterfreeschool.org.uk.

Best wishes

The Primary Team