

JMD/avt
25 June 2018

Dear Parent(s) / Carer(s)

**Trip No: SF4133- Optional Trip During Term Time to Rye Meads on 16th July 2018
Various Years (Named Students Only)**

I am writing to advise that your son/daughter has been invited to take part in an out- of- school hours, extra-curricular trip to RSPB Rye Meads, Rye Road, Hoddesdon on 16th July 2018.

We will be leaving school at 15:15 and walking to Rye Meads. **Parents will be expected to collect students from Rye Meads at 18:00. The centre closes at 17:00 but gates will re-open at 18:00 for parents/carers to pick up their child.**

Once at the centre we will be looking at all kinds of wildlife and carrying out such activities as pond dipping, mini-beast hunting and going on a nature walk. **We recommend that long trousers are worn please or leggings.**

The cost per student will be £9.70 and the deadline for payment is Monday, 2nd July 2018.

Please would you now complete the online [consent and payment form](#) by following the highlighted link or accessing on the parent/forms pages of our school website. If you do not have access to a computer or mobile device, then hard copies of consent forms can be collected from the main school reception. Please note that all trips will be allocated on a first-come, first-serve basis, places will not be confirmed until your payment is received; we therefore recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. Once a place is confirmed, you will be liable for all costs incurred by the school up to the point of cancellation.

Please be aware that the school reserve the right to refuse a place on this trip for any pupil whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Georgette Knights on 07741559124 or Mr Oliver Price on 07741559129.

Yours faithfully

Miss J Douglass
Senior Science Technician and NGC
Coordinator

Mrs G Knights
Assistant Head: Director of Finance &
Resources