

# West Green Primary School

West Green Drive, Crawley, West Sussex, RH11 7EL

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Website: [www.westgreenprimary.com](http://www.westgreenprimary.com)

Headteacher: Mr A Hodgson BA (Hons)PGCE



17<sup>th</sup> March 2023

Dear Parent/Carer

**Re: Year 3 Trip to Hampton Court Palace on Thursday, 27<sup>th</sup> April 2023**

We are delighted to inform you that we have been able to secure a school trip to Hampton Court Palace on **Thursday, 27<sup>th</sup> April 2023**

We will be taking the children by coach to Hampton Court Palace. **We will leave West Green Primary School promptly at 8:50am.** So please make sure your child arrives at school at the earlier start time of **8:40am.**

When we arrive at Hampton Court there will be a lot of walking, so please ensure that your child is wearing comfortable shoes. Please be mindful that the weather may be changeable so your child should be dressed appropriately, i.e. if it is a sunny day then they will need a sun hat, and you should apply sun cream before school – or – if it is going to rain that day please ensure your child has a waterproof jacket with them. After our day at the Palace we will arrive back at West Green Primary School at **3:30p.m.** (traffic dependent).

**The cost of this trip is £25.00 per child.** We are more than happy if you wish to pay by instalments, please mention it to the school office when you make your first payment.

Please note that contributions are voluntary but if contributions are insufficient the trip may have to be cancelled. In cases of genuine hardship, please contact the school office in the first instance.

Students are required to **wear school uniform, a coat and comfortable shoes.** Children will need to bring a packed lunch and water bottle, in a named backpack or bag. If your child is eligible for Free School Meals, a packed lunch can be provided on request. **Please inform the school office if you would like a packed lunch provided for your child.**

If your child should need to take travel sickness medication you will need to fill out a form on the day of the trip (or the day before), along with the travel sickness medication they will need to take.

We hope you will agree this is going to be a very exciting trip for the children! If you would like any more details please contact the school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Linford', is written above the printed name.

Mr Linford

**Year 3 Teacher**



**Year 3**

**Hampton Court Palace trip on Thursday, 27<sup>th</sup> April 2023**

I give permission for my child (insert name):.....

to attend the Year 3 trip to Hampton Court Palace on Thursday, 27<sup>th</sup> April 2023.

I enclose a contribution of £\_\_\_\_\_

Signed: .....

Print name: .....

Date:.....