

# 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



22<sup>nd</sup> March 2023

Dear Parent/Carer

**Re: Year 4 Trip to Bignor Roman Villa on Friday 28<sup>th</sup> April 2023**

We are delighted to inform you that we have been able to secure a school trip to Bignor Roman Villa on Friday, 28<sup>th</sup> April 2023.

We will be taking the children by coach to Bignor Roman Villa. **We will leave West Green Primary School at 9:00a.m.**, so please make sure your child arrives at school promptly at 8:40a.m.

Please ensure that your child is wearing comfortable shoes (no wellington boots). 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 villa we will arrive back at West Green Primary School for 3:00p.m. (traffic dependant). Therefore you will be able to collect your child at the normal collection time of 3:20p.m.

**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. You can pay by cash/cheque, bank transfer, or by credit/debit card at the school office.

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 FSM (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 'Mrs Riadat', is located below the 'Yours sincerely,' text.

Mrs Riadat

**Year 4 Teacher**



## Year 4

### **Bignor Roman Villa on Friday, 28<sup>th</sup> April 2023**

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

to attend the Year 4 trip to Roman Bignor Villa on Friday, 28<sup>th</sup> April 2023.

I enclose a contribution of £\_\_\_\_\_ payable by cash/cheque, bank transfer or credit/debit card at the school office.

Signed: .....

Print name: .....

Date: .....