

Mr S Atherton B.Ed (Hons)  
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6<sup>th</sup> September 2017

Dear Parents and Carers

### **Greenwich Planetarium Trip**

Year 5 will be visiting Greenwich Planetarium on Wednesday 13<sup>th</sup> September 2017. We are looking forward to an interesting and exciting day, which will include various workshops such as the 'Universe on your Doorstep' Planetarium Workshop and the 'Sun, Earth and Moon' Show. This should be a very exciting and interesting day for the children, the trip has been a great success in previous years.

We will leave school **promptly at 8.45am**, so please ensure your child be in school for 8.30am at the latest on the day of the trip. We will travel by coach, with seat belts, and return to school at around 4.00pm. You will be able to collect your children in the school reception area at this time.

Please ensure that your child has a packed lunch and an extra drink with them (no glass bottles, fizzy drinks or sweets) in a named plastic bag. The bag will be disposed of after lunch. If your child usually has a hot meal, you will not need to book a meal online for that day and if you have already placed an order online it is your responsibility to notify ISS in order to receive a refund.

The cost of the trip will be covered by a contribution of **£10.00 per child**. Please note that if the cost is not covered by these contributions the trip may have to be cancelled. Friends of Ellingham have kindly donated £3.50 per child towards the trip.

If you would like your child to go on the trip please make payment via the ParentPay online booking system by **Monday 11<sup>th</sup> September 2017**. Please follow the link below to access the online booking system: <https://www.parentpay.com/>. The system is very user friendly, however if you do need assistance, the office will be happy to help you. If you do not have access to the internet, you can use the PayPoint network available at local convenience stores.

Please complete the slip below and return to the Office. Clearly mark your envelope with your child's name, class and the name of the trip and post in the secure box marked Office, to the right of the main reception desk. Please note that the administration team cannot take money over the desk, classroom staff are unable to take money either.

Yours sincerely

Miss Pentecost  
Classteacher

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**COUSINS CLASS TRIP TO GREENWICH PLANETARIUM**  
**13<sup>TH</sup> SEPTEMBER 2017**

I give my permission for my child ..... to attend the trip to Greenwich Planetarium on Wednesday 13<sup>th</sup> September 2017.

+ I have made a direct payment of £10.00 via ParentPay

**ALL PERMISSION SLIPS MUST BE PLACED IN AN ENVELOPE, CLEARLY MARKED WITH YOUR CHILD'S NAME, CLASS AND THE TRIP TITLE. POST THESE INTO THE SECURE BOX NEXT TO THE RECEPTION DESK, MARKED 'OFFICE ONLY PLEASE'. STAFF ARE UNABLE TO ACCEPT ANY PAYMENTS OR PERMISSION SLIPS DIRECTLY.**

Signed: .....

Name: .....

Date: .....

