

St. Michael's Church of England (VA) Junior School

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Deputy Headteacher: Mrs Lisa Dines BA (Hons)



Thursday 24th April

Dear Parents and guardians,

As you are aware, the Summer Term is now upon us as is our visit to Mersea Island. We are planning to hold two information meetings about the trip on Thursday 2nd May at 2pm and at 5:30pm.

During the meeting, we will give you the information you will need to prepare for the trip, including more in depth details of how the trip will be structured and, of course, answer any questions you may have. The content of both meetings will be the same.

At the meeting, you will be given a set of forms to fill in which detail: your emergency contact information, your child's health and dietary requirements and permission for us to administer medication. If you cannot be at the meeting, then please let us know by filling in the slip at the bottom of this letter, so that we can get the forms home to you. **Without these forms your child will be unable to participate in the trip.**

Could I please also remind you of the payment schedule for the trip. As I'm sure you can appreciate, the school have to pay for the experience 10 weeks before our departure so please keep up with any payments due. As a reminder, I have attached the original payment schedule:

Initial deposit of £25 – November 2018
First instalment of £45 – February 2019
Second instalment of £45 – March 2019
Final instalment of £45 – April 2019

We wish to make it clear that no pupil will be denied participation in this experience on the grounds that no contribution has been made on his/her behalf. Equally it will be clear that the school does not have any resources to subsidise non-contributors, and so if contributions do not match the amount needed to meet the cost of the trip, the trip will not take place. Please note that where monies have to be paid to external agencies in advance of the trip it is unlikely that this proportion of the cost will be refunded if the child is unable to go.

We look forward to welcoming you to the meetings.

Kind regards,

Clare Morris

Rhianna McManus

MERSEA ISLAND INFORMATION MEETING - THURSDAY 2ND MAY

Child's name _____ Class _____

- I will be attending the meeting at 2pm
- I will be attending the meeting at 5.30pm
- I cannot attend either meeting and would like the forms sent home

