

**Thursday 14<sup>th</sup> September 2023**

**RE: Request for voluntary contributions for educational visit**

Dear Parent/Carer,

At our school, we understand that learning outside of the school environment is a valuable and effective means of enhancing the curriculum and pupils' learning, understanding and personal and social development.

In light of the above, we are planning an educational trip to the **Collection Museum in Lincoln on Wednesday 27<sup>th</sup> September 2023 for year four**. We believe that this trip will prove to be significantly beneficial to pupils, and we hope that as parents, you will also recognise the value and importance of this visit.

Whilst we offer as much funding as is possible towards our educational visits, we, unfortunately, do not have the available financial resources to fund the full amount of this visit. In order to ensure that this opportunity is available to our pupils, we would like to ask for a voluntary contribution of **£11.00** from the parents of the pupils invited on the trip, although you are welcome to give more, if you are able, or if you have more than one child invited on the trip and would like this to be reflected in your donation. Please see the table below outlining the costs requested per pupil:

Contribution	Cost
School contribution (towards cost of transport, instruction, teaching, entrance fees and activities)	£325 (in total)
Parental contribution requested from parents	£11 (per pupil)

This contribution is entirely voluntary from yourself, and there is no obligation for you to submit this payment. However, as we are unable to cover the full cost, insufficient funds may result in the visit being cancelled. If we have already received donations prior to the cancellation of the trip, these will be refunded to parents in full. Should you decide not to make a contribution, neither yourself nor your child will be treated any differently, and your child's place on the trip will not be removed as a result. All donations are greatly appreciated and will mean that, if we can cover the full cost, we will be able to enhance your child's learning.

Sign up for this trip is available on Arbor from **3pm** today. If you would be able to provide a contribution, please make your donation via Arbor. Please note, the deadline for any voluntary contributions and for signing up for this trip is **Friday 22<sup>nd</sup> September**.

For more information on voluntary contributions and our policy towards allocating pupils' places on our visits, please read our Charging and Remissions Policy and our Educational Visits Policy, which can both be accessed via our school website. Alternatively, hard copies of both policies are available in our school office.

Finally, I would like to thank you for taking the time to read this letter and I hope that we are able to go ahead, with this great learning opportunity. If you have any questions or concerns, please don't hesitate to get in touch with us via (01427) 613097 or [whiteswoodoffice@whiteswoodacademy.co.uk](mailto:whiteswoodoffice@whiteswoodacademy.co.uk).

Kind regards,



Mr C Fitzpatrick  
Headteacher