

3rd October 2024



Children in Class 5

## Scraptoft Valley Primary School

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LE5 1NG

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Dear Parents

Thank you for giving your child permission to attend trips in the local area on your data collection sheet at the beginning of the academic year.

We are delighted to inform you that your child will be going on a trip All Saints Church in Scraptoft on Wednesday 16<sup>th</sup> October 2024. The children will be leaving school at 1:20pm and will be returning at 3:00pm.

If you would like to help on this trip please indicate on the slip below. Although we will try to have a mix of men and women helping on this trip this may not be possible. The school's No Smoking Policy must be followed by all adults on this trip. There will be no cost for this visit.

***In addition to the Council's liability insurance the LEA recommended school journey insurance has been taken out for this trip. The school will cover the cost for this insurance.***

Yours sincerely

Miss L Craig  
Headteacher



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**Name of Child**

**Class**

**Please tick as appropriate:**

**Parental  
Volunteers**

*Please tick*

I will be able to help if required and agree to adhere to the non-smoking policy. (The class teacher will contact you.)

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Unfortunately, I cannot help on this occasion.

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**Signed**

**Parent/Carer with legal parental responsibility**

**Telephone number**

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