



Dear Parents/Carers

Re: Proposed trip to Avebury Stone Circle & Museum – Monday 16<sup>th</sup> October

We are hoping to take the Year Three children to Avebury Stone Circle & Museum on Monday 16<sup>th</sup> October as part of the Stone Age topic.

Trips are an important part of the childrens' education but unfortunately we are unable to fund them and rely very much on parents making the necessary contribution to cover the cost. The contribution requested covers the venue and the coach. It is calculated assuming that all children in the year group will be going. Each contribution pays for your own child – it does not subsidise others and the school does not make a profit.

For the above trip to take place we need to collect a contribution of £11.50. Contributions should be made online (using the link sent to you) or by cheque (payable to Hanham Abbots Junior School) (NO CASH). We need to receive contribution by 22<sup>nd</sup> September 2017

If at this date we have not received enough to cover the majority of the cost then unfortunately the trip will not take place. Online payments will then be refunded back to your card and cheques will be returned to you. Cheques will not be banked until we know the trip can go ahead.

Please see the relevant extract of the Hanham Primary Federation Charges & Remission Policy overleaf. The full policy can be found on our website.

If you have genuine financial difficulties, please call into the office and see Mrs Malsingh or Mr Weenink.

Yours sincerely  
Mr M Coyne  
Primary Headteacher

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Y3 Trip to Avebury - 16th October 2017

I give permission for my child to take part in this trip & I agree to make a contribution of £11.50

\*\*I enclose a cheque (payable to Hanham Abbots Junior School) or

\*\*I have paid on-line

\*\*I can help on this trip

Childs name ..... Class .....

Signed ..... Parent/Carer

\*\* delete as appropriate

**Hanham Primary Federation**  
**CHARGING AND REMISSIONS POLICY (Extract)**

**CONTRIBUTIONS**

The Governors reserve the right to make a request for voluntary contributions in the following circumstances for activities organised by the Hanham Primary Federation.

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**ACTIVITIES IN SCHOOL HOURS**

- School education visits, which provide valuable first-hand experience linked to topic work (including theatre trips). Contributions will cover the cost of transport and entry fee, including for accompanying adults. Parents have the right to know how each trip is funded. This information is provided on request.
- School visits will be arranged on the understanding that if insufficient voluntary contributions are received, the visit may have to be cancelled.
- From time to time children undertake activities such as cooking, woodwork, sewing and pottery, where voluntary contributions would be welcomed to cover the cost of specialist materials. Such voluntary contributions will be requested at the time.
- Educational entertainers (puppeteers, theatre groups, visiting musicians or workshops) are normally funded from the Hanham Primary Federation budgets or School Funds but on occasions, where these extra activities are arranged, contributions from parents may be requested.
- Children's Christmas party activities and presents are funded from School Fund which receives donations from time to time from the Friends of Hanham Abbots and Friends of Samuel White's, individual parents and profit from some school fundraising activities such as commission from the sale of school photographs.

**SUBSIDIES and REMISSIONS**

We will subsidise or remit in full or in part the cost of activities for parents where there are financial difficulties which make it difficult for children to take part in particular activities within school hours for which a contribution is requested.

- Every application will be treated in confidence and authorisation of remission will be made by the Primary Headteacher, Infant Headteacher or Junior Headteacher.
- We will make families of children attending the Hanham Primary Federation aware that financial support may be requested from the Samuel White's Education Foundation.
- We will treat all children equally whether voluntary contributions are made or not made.

The Primary Headteacher, Infant Headteacher or Junior Headteacher will consider the following circumstances when offering support

- family on Income Support
- family in receipt of Child Tax Credits
- pupil eligible for free school meal register