

15th May 2017

Dear Parent/Carer

Year 5 Educational Visit to the Royal Botanic Gardens in Kew

To enhance the learning of our Geography, Science and Art topics this year we have planned an educational visit to the Royal Botanic Garden in Kew for Year 5 on **Wednesday 14th June 2017.**

During the visit pupils will take part in a tour and a workshop provided by the Kew Gardens staff in the Palm house. We will also be visiting other parts of the gardens and we hope to climb the treetop walkway, which provides incredible views. For more detailed information about Kew and the possible areas we will visit, I encourage you to go to <http://www.kew.org/>

For this educational visit pupils will require:

- a packed lunch (no glass bottles please)
- to wear full school uniform with sensible walking shoes a waterproof coat
- a small backpack to hold all items (they will need to carry this throughout the day)
- all necessary medication (including travel sickness tablets) clearly labelled with their name
- No money is required as there will be no time to visit the gift shop

For your child's safety and security reasons, electrical items (including mobile phones and games) may not be brought on the visit.

In order to cover the cost of the activity, tour, workshop and coach journey, a contribution of **£18** is required by **Wednesday 24th May 2017.** This is a voluntary contribution which has been subsidised by the school. Payment can be made via the School Gateway or by cash in an envelope clearly marked with your child's name. *Please be aware the school no longer accepts cheque payments.* Failure to meet the deadline will result in your child being unable to attend. On the day of the visit pupils need to arrive at school by 8:40am so we can leave promptly at 9am. We expect to leave Kew at 3pm to arrive back at Edwinstree around 4:30pm, depending on traffic. Alternative travel arrangements should be made if your child uses school transport.

Please sign and complete the attached form (and medical MED1 form if necessary) and return to the school office.

Yours sincerely



Mrs A Earnshaw
Head of Year 5

enc

Norfolk Road : Buntingford : Hertfordshire : SG9 9AW

T: 01763 -271446 F: 01763-274005 E: admin@edwinstree.herts.sch.uk W: www.edwinstree.herts.sch.uk



REPLY SLIP

**YEAR 5 EDUCATIONAL VISIT TO KEW GARDENS
Wednesday 14th June 2017**

Name..... Tutor Group.....

I wish for my child to take part in the school visit described on the attached letter, and having read the information, agree to them taking part in the activities described. I accept that for safety and security reasons electrical items, including mobile phones and computer games may not be brought on the visit.

I enclose £18 cash payment

I have paid £18 via the School Gateway

I will collect my child from school My child will walk home from school

I consent to any emergency treatment, including the use of anaesthetics, necessary during the course of the event. I accept that no mobile devices are permitted on any educational visit.

Signed.....(Parent/Carer) Date.....

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Medication will not be administered unless prescribed by a doctor and all medication must be in the original container. Antibiotics will only be administered by school staff if it is prescribed to be taken 4 times a day.

DETAILS OF PUPIL

Surname:

Forename(s)

AddressM/F.....

.....DOB

.....Tutor Group

Condition or illness.....

MEDICATION

Name/Type of Medication
(as described on the container)

For how long will your child take this medication

Date Dispensed

FULL DIRECTIONS FOR USE:

Dosage and Method

Timing.....

Special Precautions

Side Effects:

Self Administration.....

Procedures to take in an Emergency

CONTACT DETAILS:

Name:.....Daytime Telephone No.....

Relationship to Pupil:.....

Address:

I understand that I must deliver the medicine personally (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date:Signature(s).....

Relationship to pupil:.....