



Telephone: 01494 524220  
E-mail: [office@highwycombecombined.bucks.sch.uk](mailto:office@highwycombecombined.bucks.sch.uk)  
School Replies/Communication:  
[schooladmin2@highwycombecombined.bucks.sch.uk](mailto:schooladmin2@highwycombecombined.bucks.sch.uk)  
Website: [www.hwce.co.uk](http://www.hwce.co.uk)  
Headteacher: Mrs C Hawkins BEd (Hons), NPQH

*Be strong and  
courageous.....for  
the Lord your God is  
with you*

Tuesday 13<sup>th</sup> January 2026

Dear Parent/Carer

**Year 3 Geography and Science Trip – The Living Rainforest**  
**Friday 20<sup>th</sup> March 2026**

As part of their Geography and Science topics this year, Year 3 will be learning about rainforests and plants. On **Friday 20<sup>th</sup> March 2026**, Year 3 will be attending The Living Rainforest to take part in a guided tour where they will learn about the many different ways plants have adapted to survive in the rainforest. They will also have the chance to explore the greenhouses and have a closer look at the plants and animals that live there.

The children are expected to wear full school uniform, including footwear.

The children will get to The Living Rainforest via coach which will leave the school promptly at 9:00am and will return by 3:15pm.

Myself and another member of staff will all accompany the class on this trip but we will require two parent helpers to attend the trip as well. If you are available on that day and would like to come and support the class, please let me know via the school office before **9am Monday 2<sup>nd</sup> February**.

Your child will need a packed lunch for this trip. If you want a Packed Lunch from Fresh Start for this school trip, please make sure you have chosen the Packed Lunch replacement option & ordered any meal **before 9am Thursday 12<sup>th</sup> March**. If you do not do this you will need to supply your own packed lunch for the trip.

The cost of the outing will be **£21.60 per pupil**. Please can we request that payment for this trip be made via Parent Pay. Please do not send in cash or cheques; this payment will be set up on your Parent Pay account. We would ask that payment is made as soon as possible and by **Monday 2<sup>nd</sup> February 2026**. If you do not currently hold a Parent Pay account, please visit the school office so that we can reissue you with a letter containing your login details.

Please be advised that we will only be able to go ahead with the trip if there are sufficient voluntary contributions. If you anticipate any difficulties in making a contribution, please contact the Headteacher, and the matter will be dealt with in the strictest confidence.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Smith'.

Mr. Smith  
Year 3 Class Teacher



## Requesting financial contributions for educational visits

### School Trips – Voluntary Contributions

It has been brought to the schools attention that perhaps some parents are unsure why schools ask for a voluntary contribution but then contact parents when they have not contributed. Our letters are written in a way that does not exclude a child because a parent is unable or unwilling to pay for a trip. Below is an explanation as to why we promote school trips but also why we ask for voluntary contributions.

### The value and importance of educational visit:

Learning outside the classroom is widely recognised as a valuable and effective means of extending pupil knowledge, enriching pupil understanding, and promoting personal and social development. Ofsted also acknowledge the importance of quality learning experiences outside the classroom for raising pupil attainment. Consequently, this school promotes and encourages the organisation of educational visits for all its pupils, and it is hoped that parents will also recognise the value and importance of these visits, and give their full support.

### Cost of the Visit:

The school believes wholeheartedly in the value of these experiences, and subsidises the cost of all visits as much as possible in an attempt to ensure that these opportunities are accessible and affordable to all. However, the school seldom has the financial resources to pay the full costs. Consequently, a voluntary contribution is normally requested from parents/guardians to make up the shortfall. This contribution is genuinely voluntary, and neither you nor your child will be treated differently if you are unable or choose not to contribute. **However, please note that without all such voluntary contributions, visits may have to be cancelled, as the school is not in a position to provide further financial support.**

