



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

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

15th May 2026

Dear Parent/Carer,

Year 1 Trip to Oxford Castle
Friday 12th June 2026

In Year 1 in Summer Term 2, the children will be learning about castles in History and in Design & Technology – where they will be constructing cardboard models of castles. As part of their learning we would like to take them to visit Oxford Castle on **Friday 12th June**. They will get to look at the features of a castle and will learn about the people who built them, those who lived there and how castles were a vital part of British history in defending towns and borders. This which will help support them both in their History and Design & Technology studies. The day will include an interactive workshop which we know will help bring history to life in a way that is difficult to replicate in school.

The coach will be leaving school promptly at **9 am** and will arrive back at school at approximately **3:00 pm**

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

The children will be accompanied by at least two members of staff – myself and a Learning Support Assistant - and we would like up to 3 further parent helpers to join us for the day. If you are available on that date and are interested in helping support the children, please could you let me know via the school office by **Friday 22nd May**.

Your child will require a packed lunch for this trip. If you would like to request 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 4th June 2026**. 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 **£27.30** and therefore we are requesting this as a voluntary contribution. Please can we request that voluntary 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 the latest of **Friday 22nd May**. 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 Head teacher; the matter will be dealt with in the strictest confidence.



Requesting financial contributions for an educational visit
School Trips – Voluntary Contributions

It has been brought to the school's 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.**

Yours sincerely



Mr Chris Burgin
Class Teacher

