



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*

9th December 2024

Dear Parent/Carer,

Year 4 History Trip ~ Windsor Castle
Friday 17th January 2025

Year 4 will be learning about Medieval Britain in the spring term, and will be visiting Windsor Castle to enhance what they have already learnt about life in these times. This trip provides the children with opportunity to experience life in a Royal Castle.

They will be looking at the following during their visit;

- 1) History of the Castle
- 2) St. George's Chapel
- 3) Rooms within the Castle
- 4) Workshop on how to be a Medieval Knight

The trip will take place on **17th January 2025** and the children will travel there by coach.

The coach will be leaving school promptly at 9.00 am and will arrive back at school by 3.15pm.

Myself and another member of staff will be accompanying the children on the trip and we also need 1 additional adult to come with us. If you are available on that day and would like to come and support the class, please let me know via the school office by Monday 16th December.

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 9th January 2025**. If you do not do this you will need to supply your own packed lunch for the trip. There is a no rubbish policy at Windsor Castle so packaging and food wastage will be brought home.

The cost of the outing will be **£16.40** per child 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 **9am Monday 16th December 2024**. 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.



Yours sincerely,



Mr Smith
Year 4 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 and 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.**

