

October 2023

Dear Parent/Carer,

I am writing to inform you that your child has been successful in gaining a place on the QinetiQ MOD Shoeburyness trip on Wednesday 6th December 2023.

We will be travelling to the MOD site by minibus which will depart from school no later than **8:00 am**, on **Wednesday 6th December 2023**. Pupils therefore need to be at school for **7:50 am**. We aim to return to school by approx. **1:30pm** where the pupils will attend their last lesson. Pupils will need to bring a packed lunch as there is nowhere to buy food there. QinetiQ MOD have asked if they can take photographs of our visit which may be used on their website and in marketing material, please can you kindly complete and return the slip at the end of this letter to give your permission for this.

The details of the trip are as follows:

Date:	Wednesday 6 th December 2023
Venue:	QinetiQ MOD Shoeburyness
Time of Departure:	8:00am
Time of Return:	1:30pm (approximately)
Dress:	Active wear
Mode of Transport:	Minibus
Cost:	£36.50

This trip will be covered by school insurance and accompanied by members of staff. This trip requires us to pre-purchase transport/ tickets to obtain the best price. Therefore, we will be unable to offer a refund unless there are exceptional circumstances in the event of your child being unable to attend the trip.

Scopay is now the preferred method of payment for all trips, visits, and school activities. If you visit www.scopay.com you will see payment details. If you have mislaid your Scopay login details, please call Pupil Services. Should you still wish to pay by cash or cheque please hand into Pupil Services (cheques should be made payable to *Rayleigh Schools Trust*). If you have any Scopay queries regarding this trip, please contact Mrs A Twomey (atwomey@sweynepark.com). Consent forms to be handed into Pupil Services once payment has been made.

Any pupils who require medication must ensure that they bring this with them.

If there are any financial difficulties, please contact the Headteacher, Mrs Dines, in the strictest confidence. If you have any queries concerning the trip, please contact me at the school.

We look forward to taking your child on this trip.

Your faithfully,

Mrs Alex Billington
D& T Teacher & Trip Leader

✂-----

I give consent for _____ (*pupil name*) in _____ (*tutor group*) to have their photograph taken and used by QinetiQ MOD on our visit on Wednesday 6th December 2023.

Yes / No (*please delete as applicable*)

Signed _____ (*parent/carer*) Date _____