



Burscough Priory Academy  
www.burscoughprioryacademy.org  
Headteacher Mrs L MacLaren

Ref: 3442 MPE/KAL

23 October 2023

## Imperial War Museum, Manchester

Dear Parent / Carer,

On the 16<sup>th</sup> November, all of Year 9 are being offered the opportunity to visit the Imperial War Museum in Manchester. This trip is intended to enrich both the History and English curriculum, as the students will be learning about warfare and the WW1 poets.

We would like to ask for a voluntary contribution of £10 towards the cost of the trip, which you can pay via School Gateway.

Trip details below:

Date: 16<sup>th</sup> November 2023

Time: arrive at school by 8:45am. Coaches departing by 9.00am. Coaches arriving back at school by 3.00pm

Cost: voluntary contribution of £10 per student

Clothing: students must wear their full school uniform as per the school policy

Medication: asthma medication should be with students who need it. Any other medication administered in school will be held by the lead first aider.

Expectations: As representatives of Burscough Priory Academy, students shall behave in a polite and considerate manner at all times in accordance with the Academy Behaviour Policy. The decisions and instructions of staff must be entirely respected and followed at all times.

If you would like your child to attend this trip, then please complete the permission slip and return it to your child's English teacher. Please pay any contributions online via school gateway.

If you have any questions about the trip, please contact [enquiries@burscoughprioryacademy.org](mailto:enquiries@burscoughprioryacademy.org)

Kind Regards,

Mrs Perkins and Mrs Alcock



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## **Educational Visits / Trips Terms and Conditions**

### Payments

All payments are non-refundable. If a student decides not to participate in a reserved visit / trip, cancellation will only be accepted in writing from the parent/carer and must be done before Monday 13 November.

If there are insufficient numbers for a trip to go ahead then the trip will be cancelled and a full refund will then be provided.

### How to make Online Payments

- Please log into your account and select the trip and enter the amount due.
- Add the trip to the basket, click proceed to basket, then checkout.
- At checkout you can view your details and then click process payment.
- You are then directed to the secure payment page where you can enter your debit card details and make payment

### Consent

If a completed permission slip has not been received by the due date of Monday 13 November, the student will not be able to participate on the educational visit or trip. Handwritten notes/letters or verbal consent will not be accepted.

### Insurance and Risk Assessments

Copies of Risk Assessments are available from school.

Please note that visits and trips are covered by the Academy's Travel & Personal Accident Insurance. If you feel that you require additional insurance you will need to make separate arrangements.



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Company Registration Number 7848372  
VAT Registration Number 125718416

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✉ [enquiries@burscoughprioryacademy.org](mailto:enquiries@burscoughprioryacademy.org)  
📍 Trevor Road, Burscough, Lancashire, L40 7RZ



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**BURSCOUGH PRIORY ACADEMY  
PARENTAL/CARER PERMISSION SLIP**

**Please return this form to your English Teacher  
by 13/11/2023 at the latest.**

**Name of Student:**

**Educational Visit to: Imperial War Museum**

**Date and time:** 16<sup>th</sup> November 2023 9:00am – 3:00pm

I permit my child to participate in the above educational visit.

Please tick and complete (if relevant) one of the following:

☐ I confirm that there is no change to the medical and/or emergency contact information since the last time this was provided to the school.

☐ There has been a change to the medical and/or emergency contact information since the last time this was provided to the school. Please note details below:

☐ I have made payment for the visit via the online payment system

**Parent/Carer Signature:**

**Print Name:**

**Date:**



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