



[www.churchtown.org.uk](http://www.churchtown.org.uk)

Executive Headteacher: Mrs. C. Adams  
Headteacher: Mrs. J. Payne

Dear Parent,

Tuesday 21<sup>st</sup> February 2023

**'Imagine That!' – Year 1 Educational Visit**

For Year 1's Educational Visit this year, the children will have the opportunity to visit 'Imagine That!', Liverpool's Science and Discovery centre for children, on Wednesday 22<sup>nd</sup> March. The purpose of the trip is to support and enhance the children's understanding and experiences of the Science curriculum and the world around us.

Whilst there, the children will participate in a variety of Science workshops led by Imagine That! staff, before being provided with opportunities to explore the 'Imagination Village' and 'Outdoor Area'.

We will be leaving school at **9.00 am**, following normal registration, and hope to return to school at approximately **3.00 pm**. If your child suffers from travel sickness, please ensure they take any necessary medication prior to arriving at school, as staff are unable to administer medication.

The cost for the visit is **£8.50**, which has kindly been subsidised by the PTA in order to keep the costs to a minimum. This includes the cost of the coach, entry fee to 'Imagine That!' and the workshops that the children will experience!

- Date:** Wednesday 22<sup>nd</sup> March  
**Time:** 9.00am – 3.00pm  
**Cost:** £8.50  
**Applicable to:** Year 1  
**Lunch:** **Lunch will be provided by school.** Please complete the attached slip, indicating which sandwich your child would like in their packed lunch/grab bag.  
**Spends:** Children should not bring any additional money.  
**Clothing:** The children **must** wear their school uniform, while also bringing a coat.  
**Expectations:** As representatives of Churchtown Primary School, 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.

**Please complete the attached permission slip for your child and hand it in to your child's class teacher by Friday 3<sup>rd</sup> March.** If a completed permission slip or email (see terms and conditions) has not been received by the due date your child will not be able to participate on this educational visit.

Payment should be made through the online payment system. Further details on the online payment system can be found in Terms and Conditions overleaf.

If you have any questions, please do not hesitate to contact me at the school on 01704 508500 or [office@churchtown.org.uk](mailto:office@churchtown.org.uk)

Yours faithfully,  
Mrs K Armour  
Year 1 Year Group Leader



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

### Payments (if applicable)

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. The Academy will endeavour to fill places that become available with a suitable replacement but this cannot be guaranteed. If there are insufficient numbers for a trip to go ahead then the trip will be cancelled.

Deposits collected for visits are done so according to the tour operator or booking agencies regulations and are therefore non-refundable in most cases. The terms and conditions of the Tour Operator or Agent will apply.

In the event of the trip being oversubscribed, we will allocate places on a "first come, first served" basis.

All visits based on particular curriculum subjects and necessary to follow the course are funded on a voluntary contributions basis. These contributions are required in order for trips to run. If you have financial difficulties please do not hesitate to contact the school to discuss further.

Any visit deemed to be a reward trip or not essential to following the curriculum has to be paid for in full.

### 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

### Behaviour

All students must adhere to the Academy's Behaviour and Rewards Policy (available on the website). If members of staff have prior concerns about the behaviour of a student or they have been excluded or in the PDC, the Academy reserve the right to exclude or withdraw them from the trip and payments will not be refundable. In the event of a serious behavioural incident, appropriate sanctions will be implemented. It is possible that we may feel it necessary to send a child home. In this unlikely event, parents/carers will be wholly responsible for the financial implications.

If students are not required to wear their school uniform, please ensure that appropriate clothing and outerwear is worn for the visit.

### Consent

If a completed permission slip and payment (if required) has not been received by the due date the student will not be able to participate on the educational visit or trip. Handwritten notes/letters or verbal consent will not be accepted.

You may also email your consent and medical form to office@churchtown.org.uk Please note for security purposes only a recognised email address from our Management Information System will be used to acknowledge your consent or refusal. The email must confirm any changes to the medical and emergency contact information.

### 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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## **Year 1 - Educational Visit to 'Imagine That' – Wednesday 22<sup>nd</sup> March**

I give permission for \_\_\_\_\_ in class \_\_\_\_\_ to take part in the school trip to Imagine That!

Medical Information: \_\_\_\_\_

I am willing to make a voluntary contribution and have paid on Parentpay £ \_\_\_\_\_

My child would like a

ham

cheese

tuna

\*Please indicate sandwich filling

**Parent/Carer Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_