



## Wellfield Academy

Executive Headteacher Mrs L Gwinnett  
Head of School Mr J Lewis

17<sup>th</sup> June 2022

Dear Parent/Carer,

I am writing to invite your child to participate in the end of year school enrichment day on Wednesday 20<sup>th</sup> July 2022. This day will involve half a day in school participating in a number of off timetable fun festival-style games and activities on the school field and, the other half of the day, bowling at Red Rose Bowling in Preston. This is an important event for us in the school calendar, as it develops a sense of community and is a celebration of all the students' hard work throughout the year. This enrichment day is for students in school Years 7 to 10.

Students are expected to attend school at the time of a normal school day. Years 7 and 8 will go to bowling in the morning, whilst Years 9 and 10 will participate in the school-based activities. Then Years 9 and 10 will go to bowling in the afternoon whilst Years 7 and 8 will participate in the school-based activities.

Accompanying the students to Bowling will be a Visit Leader and the correct ratio of other members of staff to supervise the students, depending on the final numbers attending. The cost of this day will be £15.00 which should be made through the online payment system. The price covers 2 hours of bowling, travel by coach and games for the in-school activity. Any parents experiencing financial difficulty should contact the school in writing before the deadline. It is important that pupils who are currently on medication for asthma etc. have this with them. Any students who do not wish to participate will follow an alternative curriculum that day, which may include classroom-based activities in classes different to those they are usually grouped in.

**Date:** Wednesday 20<sup>th</sup> July 2022

**Cost:** £15, to be made on Sco-pay **by Friday 1<sup>st</sup> July 2022**. Students may wish to bring small amount of cash on the day to spend on the arcade games, but they will need to take responsibility for this.

**Time:** Students are expected to attend as on a normal school day. They must be on site as usual by 8:40am to ensure the coach can leave on time.

**Clothing:** Students can wear their own appropriate clothing for the visit. Trainers would be the expected footwear.

**Lunch:** Students need to bring a packed lunch or pre-order a cold lunch from the canteen, the day before. No hot meals will be served on that day. Students eligible for free school meals can pre-order their lunch.

**Expectations:** As representatives of Wellfield Academy, students shall behave in a polite and considerate manner at all times in accordance with our school Behaviour Policy. The decisions and instructions of staff must be entirely respected and followed at all times. Please see the terms and conditions of Educational Visits/Other Trips on the reverse of this letter.

Please complete the permission slip attached to this letter for your child and hand it in to the school office as soon as possible, but no later than **Friday 1<sup>st</sup> July 2022**. This is also the date by which online payment should be completed. If the permission slip and payment has not been received by the due date your child will not be able to participate in this enrichment day.

If you have any questions, please do not hesitate to contact school via the enquiries email or ring the school office.

Yours sincerely,

*L Park*

Mrs L Park  
House Progress Leader, MacArthur

### **Educational Visits/Other Trips:**

#### Terms and Conditions

Participation of this trip is at the discretion of the Pastoral Behaviour Managers/House Progress Leaders and the Senior Leadership team. All students must adhere to the behaviour policy (available on the website). If members of staff have prior concerns about the behaviour of a student or if any student has been excluded or in internal isolation for serious incidents, appropriate decisions may be taken about offering a place on the trip. Should there be incidents of poor behaviour reported between the letter's date and the day of the trip, the offer of a place may be withdrawn. This would result in payment not being refunded, as all places taken up on the trip need payment. It is possible that we may feel it necessary whilst on the trip to send a child home. In this unlikely event, parents/carers will be wholly responsible for the financial implications of additional travel arrangements. If a completed permission slip has not been received by the due date, the student will not be able to participate in the trip. Handwritten notes/letters or verbal consent will not be accepted. Copies of Risk Assessments are available from school upon written request. Please note that visits and trips are covered by the school's insurance. If you feel that you require additional insurance, you will need to make separate arrangements.

#### **Online Payments**

- After logging into your Sco-pay account, please select the enrichment day and enter the amount due.
- Add the enrichment day to the basket, press proceed to basket, then checkout.
- At checkout you can view your details and then press process payment.
- You are then directed to the secure payment page where you can enter your card details and make payment.