

23rd November 2011

Dear (Parent/Carer name here)

London Lights Trip 8th December 2011

(Pupil name and class here)

I am writing to inform you of the final details for the London Lights trip. (Pupil name) has a place on the trip and will need to be at school for 6.15pm so we can leave school at 6.30pm. We will return at around 11pm. The McDonalds meal has been included in the cost but if your child would like some extras to the Happy Meal then they need to bring some extra cash.

If (pupil name)'s behaviour or attendance becomes unacceptable before the trip they risk losing their place without a refund.

Although the trip is a late finish, pupils are expected to attend the next day on time, otherwise they may not be given opportunities to attend other trips in the future. If your child is unwell prior to the trip, I would be grateful if you could inform us so that we can reimburse you and give the place to someone else.

We will have the PE mobile phone with us should you need to contact us in an emergency on the evening, the number is 07790 754035.

We will be returning late at night so could you please make sure you are at school to collect (pupil name). We will allow pupils to use the mobile phone to contact you if there are any changes to the times.

Please contact me with any questions.

Yours sincerely

Mrs S Blair
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