

October 2024

Dear Parents/Carers

Thank you for your recent application for your son/daughter to take part in the History trip to the CEMA trenches trip in Kent on **Friday, 15th November 2024**. Following the review of effort grades and discussions with class teachers and Head of Year, I am pleased to be able to offer your child a place on the trip.

If you would still like your son/daughter to attend the trip, please could the full balance of £40 be paid by Friday, 1st November 2024 to secure their place. If your child is no longer planning to attend, please let Miss Hemmings or a member of the History Department know as soon as possible, so the space can be reallocated.

The details of the trip are as follows:

Date: Friday, 15th November 2024
Venue: CEMA, Kent
Dress: Non-school uniform (warm clothing and spare shoes)
Transport: Coach
Cost: £40 to be paid by the 1st November 2024

Itinerary for the day:

- **8.20am**- Meet at the bus bay in Sir Walter Raleigh Drive
- **8.30am** Coach departs promptly
- **10am**- Arrive at CEMA
- **12.30pm**- Lunch
- **1pm**- Last talks/ tours
- **2-2.30pm**- Depart CEMA
- **4pm**- Estimated arrival back at the school bus bay

Food: Pupils will need enough packed food and drinks to last the day. There will be no opportunity to purchase food and drink. Please ensure **there are no nuts** included in packed lunches due to allergies.

Medication: Your child should also carry any medicines they might require. **If your child's medical needs/medication have changed since the original application, please let Miss Hemmings know as soon as possible.** Pupils will need to show their coach leader that they have their medication with them before getting on the coach.

Clothing: As we will be outside, school uniform is not required. Due to the time of year, pupils will need to ensure they have warm, appropriate clothing. Pupils should wear comfortable shoes, take wellington boots or another spare pair of shoes (in a carrier bag) and a raincoat.

ScoPay is now the preferred method of payment for all trips, visits and school activities. If you visit <https://www.scopay.com/login> 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).

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.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D. Hemmings', with a stylized flourish at the end.

Deborah Hemmings

Trip Leader, Head of KS3 History