

Telephone: 02392734787

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www.craneswater.portsmouth.sch.uk

I have pleasure in confirming that your child has secured a place on the Hooke Court residential trip on **Wednesday 12th January 2021**.

The total cost of the trip will be **£159.00**. The balance of £104.00 can be paid on your ScoPay account in 2 instalments, £52.00 in November and £52.00 in December. You are welcome to pay the whole balance in full if you wish to.

A medical form will be emailed to you from Operoo, which should be completed online no later than **Friday 26th November**. (We cannot take your child without the completed form).

Departure and Return

Children will need to be at school by the normal time (8:40am) on the day of departure and not before 8:30am. Labelled luggage must be placed under the shelter next to the lodge in the playground. Children will then go to their normal classes for registration. The coach is due to leave at approximately 9.15am. Parents are welcome to stay and see their children off; however, the school car park is locked at 8.50am so it is advisable to park on the roadside, adhering to any parking restrictions.

On return, we anticipate the coach will return to school at approximately 3.00pm on Friday. Please can we ask you **not to wait outside the school on the roadside**. Children will be escorted into the middle playground along with their suitcases and will meet you there. **Children must be signed out by a teacher before leaving.**

Please be aware the school reserves the right not to include a child whose behaviour may indicate that he/she may put them or other children at risk.

If you have any questions regarding the trip, please do not hesitate to contact me by emailing info@craneswater.portsmouth.sch.uk.

Yours sincerely

Mrs J Robinson
Teacher Organising Visit