



Morgans Road, Hertford, Herts SG13 8DR

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Headteacher: Mrs Alison Pepper Deputy Head: Mr Paul Miller

18 January 2012

Dear Parents/Carers

Visit to Frogmore Paper Mill & RES Limited – Tuesday 7th February

As part of the Year 3 Geography topic on “Improving our Environment”, we have arranged a two stage visit to Hemel Hempstead and Kings Langley on Tuesday 7th February. The children will spend one session at Frogmore Paper Mill learning about the process of recycling paper and will have the chance to make some paper. There will be a second session at the Renewable Energy Systems site nearby where we will see the wind turbine and learn about sources of alternative energy. The coach will transport the children between the two sites.

In order that we allow enough time to visit both centres we will need to register early so that we can board the coach for 9.00am. Please ensure that your child arrives at school by 8.45am on that day. We aim to be back at school for 4pm. Your child will need a packed lunch (no fizzy drinks, cans or chocolate please) in a named, disposable bag, to save carrying lunch boxes around all day. He/she should wear school uniform for the trip with sensible shoes and they should bring a waterproof jacket/coat.

We have to ask for a voluntary contribution of £13.50 per pupil to cover the cost of transport and the paper mill visit. Please understand, that unless sufficient funds are received we may have to cancel this trip. If you are struggling to make payments or need to extend the payment deadline, please do speak to Mrs Spicer, the Finance Officer, who will be happy to make arrangements that suit your family circumstances. If your child is in receipt of free school meals, the school is able to provide a basic packed lunch on the day. Please indicate on the slip below, if this is of interest to you, and speak to Mrs Spicer if you have any queries.

Please complete and return the reply slip below with your payment by Tuesday 31st January. Payment is preferred by +Pay or by cheque, which should be made payable to Morgans Primary School.

We will need some adult helpers. If you are available on this day please indicate in the space provided on the reply slip. If you have any queries regarding the arrangements please see your child’s teacher.

Yours sincerely

Mr Rogers Mrs Elder

Class Teachers

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Child's name _____

Class _____

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I would like my child to participate in the above trip

I am available to help with this trip

My child is entitled to free school meals and would like a packed lunch provided by the school. He/she would like a sandwich with cheese / ham / tuna (please circle the filling required)

I have paid by +Pay/I enclose payment of £13.50 (delete as appropriate)

Signed _____ (Parent/Carer) Date: _____