

Cheapside C. of E. Primary School

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Headteacher

Mrs Kate Searle

20 May 2016

Dear Parents

Crown Estate Open Day - Wednesday, 8 June 10:00 am – 3:00 pm

On Wednesday, 8 June Years 3,4,5 and 6 have been invited to visit The Great Park for an Open Day. This will involve taking part in, or watching, a number of activities based on the work that takes place in the park.

Children will be taken and collected by coach and the trip will take place during school hours. Children will need to wear school uniform and sturdy shoes or trainers, no sandals. They will need a coat, a packed lunch and drink (not fizzy), in a named carrier bag, sun cream and a hat or a waterproof coat (weather dependent), together with a bottle of water.

The Crown Estate's PR/marketing team would like to take some photos during the day. The images may be used for a number of purposes as detailed in the table attached.

Please complete the attached proforma giving permission for your child to travel to and from the Great Park by coach and complete the table giving permission for your child's/children's photos to be used. No individual names will be used; only 'Children from Cheapside School'.

All photos taken during the day would then be put on a disk for us and any photos selected for use could be shown to the parents prior to publication if desired.

We are asking for a voluntary contribution of £6.50 towards the cost of the trip. Cheques should be made payable to Cheapside School Activities Account. Please return this in an envelope together with your signed permission slip and **return to the school office no later than Monday, 23 May.**

We all look forward to a fun and informative day.

Yours sincerely

Kate Searle
Headteacher

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Name of child:.....

I/we do/do not give permission for my/our child/children to travel to and from the Great Park by coach.

I/we enclose a voluntary contribution of £6.50 towards the funding of the trip.

Photo may appear in	Tick or Cross
Crown Estate electronic newsletter.	
Windsor Estate Newsletter. Circulated to Estate employees and their families.	
Crown Estate website	
Local Press	

Signed:..... Date:.....