



### **Burwell House Information Evening**

Dear Parents/Carers,

We would like to take this opportunity to invite you to a pre-event information evening regarding the trip. It will be held at **6:00pm on Thursday 11th January 2018** in the King Edward Hall here at Kingsfield.

We will be able to share with you general details of the trip, including the accommodation, kit list and activity programme. It will be an opportunity for you to ask us any questions that you may have, or for us – collectively – to establish any additional queries we may have for Burwell House.

Please return the slip below to confirm your attendance, or absence from the information evening (**no later than the 8<sup>th</sup> January 2018, please**). If you are unable to attend, we will endeavour to provide you with a pack of useful information explaining what you've missed.

A medical & dietary information sheet, plus parental consent form is attached to this letter. Please fill them in (in full) and return **it to the school office no later than Friday 15<sup>th</sup> December 2017** as this information may be used to inform general trip logistics e.g adult supervision, meal planning etc.

Please could I also remind you to access Parent Pay in order to make payments towards the Residential Trip. The deadline for payments is **15<sup>th</sup> January 2018**.

Finally, as I know some of you have already queried which adults will be attending the trip, in addition to the four members of the Burwell House team, there will be the following members of Kingsfield staff attending:

Mr Abbs (Trip Lead), Mrs Piper (Deputy Trip Lead), Mrs Smith (Year 4 Teacher), Mrs Mckenzie (Year 3 & 4 Teaching Assistant) & Mrs Holt (Year 5 Teaching Assistant & First Aid Lead).

If you have any further questions, or queries, please do not hesitate in contacting me at the school.

Yours sincerely,

Mr Abbs

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**Please return to the school office by 8th January 2018**

I/We **will** be able to attend the Information Evening meeting on Thursday 11<sup>th</sup> January at 6:00pm.

I/We **will not** be able to attend the meeting.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Carer of** \_\_\_\_\_



committed to  
inclusive staff  
development

