

CLIFFE WOODS PRIMARY SCHOOL

14 September 2017

Dear Parent

YEAR 1 & 2 TRIP TO THE BROOK THEATRE, FRIDAY 1 DECEMBER 2017

We have arranged a trip to the Brook Theatre, Chatham on **Friday 1 December** to see **The Lion Who Came for Christmas**. We will be leaving school at **12 noon** and should be back in time for children to be collected as usual.

We will be travelling to the theatre by coach. The children will need to wear school uniform and bring a warm coat. **As we will be having an early lunch in our classrooms, all children will need to bring a packed lunch to school that day** (but no cans, glass bottles or chocolate please).

If your child is a poor traveller, please make sure that any medicines are given to the class teacher in the morning in a **named, sealed envelope with full instructions**. These will be administered before we leave school.

The cost for the trip is **£13.50** per child, which is a voluntary contribution. However, ***should insufficient donations be received, the trip may have to be cancelled. If, for some reason, you feel unable to pay for the trip, please speak to the Headteacher in the strictest confidence.***

Please pay online for the trip using a debit card or bank transfer and give consent using Schoolcomms/School Gateway (our preferred method of payment, instructions to download the School Gateway app appear on the reverse of this letter). If you choose to pay by cash/cheque, please send this in to school in a clearly named envelope.

By sending in payment for the trip, the school assumes it has parental consent for the teacher in charge to agree to any medical intervention deemed necessary by the medical professionals in the event of an accident or sudden illness. If this is not the case, please inform the school in writing before the trip takes place. Please also ensure the school is always informed immediately of any change in emergency contact details for parents.

Yours sincerely

Mrs Robins
Assistant Headteacher, KS1

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INSTRUCTIONS TO DOWNLOAD THE SCHOOL GATEWAY APP:

1. In the Apple Store/Google Play Store search for 'School Gateway' or go straight to www.schoolgateway.com/apple or www.schoolgateway.com/android
2. Install the app and, if you are asked, say 'yes' to 'Allow Push Notifications'
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school.
4. The system will send a PIN code to your phone; please enter this code and the app will be activated for you.

As soon as you have installed and activated the app, all the text messages we send you will appear in the app. Emails will appear in your inbox as normal and all payment requests relevant to your child will be visible.