

Subject: Visit to the Northcott Theatre, Exeter

Dear Parent/Carer,

We are delighted to offer pupils the opportunity to take part in a visit to the Northcott Theatre in Exeter taking place on Friday 11th December to watch the Sleeping Beauty Pantomime. This visit is designed to enrich pupils' learning, promote independence, and provide a memorable shared experience.

This visit forms part of the school's wider educational and enrichment programme. Under the school's Charging and Remissions Policy, we are unable to charge parents/carers for participation in this activity.

We are therefore requesting a voluntary contribution of £10 for each pupil (£5 for those who are in receipt of extended Pupil Premium). This contribution has been calculated to meet the costs associated with providing the visit, including transport, admission charges, activities and other related costs.

The school is relying on families making the requested contribution so that the visit can proceed as planned.

Cost

Voluntary Contribution Requested: £10 (£5 PP)

The requested contribution represents each pupil's share of the cost of providing the visit.

Contribution Arrangements

We ask families to make the voluntary contribution of £10 (£5 PP) by 30/11/2026 using Arbor.

Although the contribution is voluntary, the school is dependent on sufficient contributions being received to cover the cost of the visit. Without sufficient financial support from families, the school may need to change the planned arrangements or cancel the visit.

We therefore strongly encourage all families to make the full contribution by the stated deadline.

No pupil will be excluded from the visit because their parent or carer is unable or unwilling to make a voluntary contribution.

Support with Costs

We recognise that some families may have difficulty making the requested contribution. Where appropriate, support may be available for families who meet the school's eligibility criteria or who are experiencing exceptional financial hardship.

If you would like to discuss this in confidence, please contact the school office.

Contributions and Refunds

The cost of the visit is based on the number of pupils taking part and the bookings the school must make in advance, including transport, admission charges and activity costs.

Once these arrangements have been confirmed, some costs may become non-recoverable. Where a pupil subsequently does not attend, the school will seek to refund any part of the contribution that has not already been committed or spent. The amount refunded will depend on whether the school can recover the relevant costs or offer the place to another pupil.

School Cancellation

If the school cancels the visit, it will seek to refund contributions received. The amount refunded may be reduced where costs have already been committed to external providers and cannot be recovered.

Behaviour Expectations and Removal from Trip

We want all pupils to have a safe and enjoyable experience. Participation in the visit is therefore dependent on pupils continuing to follow the school's behaviour expectations.

In some circumstances, it may be necessary for the school to withdraw a pupil from the visit if there are concerns about behaviour, safety, or their ability to take part appropriately.

Parents/carers may be required to make arrangements to collect their child, or meet any associated costs, should serious behaviour concerns arise before or during the visit.

Refunds Where a Pupil is Withdrawn by the School

If a pupil is withdrawn from the visit due to behaviour or safety concerns, the school may not be able to refund all or part of the contribution where the related costs have already been committed, for example for transport bookings, admission charges or activity costs.

Where possible, we will always aim to provide a partial refund if any costs can be recovered or if another pupil is able to take the place.

Parent Acknowledgement

By providing consent for your child to participate in the visit, you confirm that you have read and understood the information above, including the arrangements regarding voluntary contributions, refunds and behaviour expectations.

We very much hope that your child will take part in this valuable experience. Your contribution is important in helping the school provide the visit as planned, and we thank you in advance for your support. We look forward to sharing further details in due course.

Yours sincerely,

Sarah Milne

Headteacher