

**Swaffham Bulbeck Church of England  
Primary School**  
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**Headteacher:**  
**Mrs Helen Bartley**

6<sup>th</sup> January 2023

Dear Parents/Carers,

**Parliament Trip Owls**

We are very excited to announce that we have organised for Year 5 and Year 6 to go to London to visit the Houses of Parliament on **Friday 3<sup>rd</sup> February**. There will be a tour of the inside of the Houses of Parliament followed by a workshop and an opportunity to talk with the Right Honorable Lucy Frazer, our local MP. There will also be an opportunity to sightsee around London.

We are asking for a voluntary contribution of £21 per child for this trip, with the remainder of the cost being subsidised by the school. Whilst we will not exclude any children from the trip, we may have to cancel it if insufficient contributions are made. **Voluntary contributions should be made on Parent Pay, along with the necessary consent forms.** Please ensure the consent forms and contributions are made by Friday 27<sup>th</sup> January. If you would like to add an additional contribution towards the cost of the trip, this can also be done using the 'ad hoc voluntary contribution' selection on Parent Pay. All contributions are gratefully received.

<b>Key Information – Houses of Parliament – Friday 3<sup>rd</sup> February</b>	
<b>Arrival Time</b>	We will be leaving school promptly at <b>8.35am</b> so the children will need to be <b>in school by 8.15am to register.</b>
<b>Return Time</b>	We aim to return to school for <b>6pm.</b> <i>On the day, if there is a delay to our return, information will be shared on Class Dojo.</i>
<b>Clothing</b>	Children should wear <b>normal school uniform.</b>
<b>Lunch</b>	A packed lunch, a substantial snack and a drink. No fizzy drinks, glass bottles or chocolate please. A school packed lunch can be ordered if required; please order on Parent Pay by Friday 27 <sup>th</sup> January.
<b>Equipment</b>	Children should have their lunch and water bottles in a rucksack that they can carry.

Thank you for your continued support. We look forward to sharing this experience with your children.

Yours sincerely,

Helen Bartley