



Orchard Head J, I & N School
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Wednesday 15th October 2025

Dear Parents/Carers,

LKS2 visit to Ripon Museums on Wednesday 10th December 2025

On Wednesday 10th December, LKS2 (Year 3 and Year 4) will be going to Ripon Museums. We will be visiting the Workhouse Museum, Courthouse Museum and the Prison & Police Museum.

We aim to depart from Orchard Head around 9:00am. We will arrive in Ripon at around 10am to start our exploration of the museums. We will then aim to arrive back at Orchard Head by the end of the school day. Pupils will wear their Orchard Head uniform as normal.

The children are required to bring a packed lunch and a bottle of water, as food is not provided by Ripon Museums. Please ensure you follow the school guidance on what is and is not allowed. **If you child requires a lunch from school, please let your child's class teacher know by Monday 1st December 2025.**

The cost of the trip is £25.50 per child. This is a non-refundable, voluntary contribution; however, if insufficient funds are received, the trip may have to be cancelled, and all contributions refunded. Trips are carefully costed, however any surplus will be dealt with as per the school's Charging and Remissions policy, which is available on the school website.

Payment should be made online through My Child At School. We appreciate that not all parents have access to the internet and therefore the office staff will be able to accept payment by debit/credit card, either at the office window or over the telephone. For all payments made, an electronic receipt will be issued. **Please submit payment on MCAS for this trip by Monday 1st December 2025.**

In keeping with our Charging and Remissions Policy, the school may be able to offer financial support to those parents who meet the 'Free School Meals' criteria. If you feel that you qualify and would like to enquire about this, please put in a request, in writing and hand it to the school office.

Upon making payment, you are giving consent for your child to go on the visit to Ripon Museums on Wednesday 10th December 2025. You are also acknowledging the need for responsible behaviour on the part of your child and understand that your child may be withdrawn from the trip if they do not meet behaviour expectations at the venue. You are also giving permission for any medical treatment, including the use of anaesthetic, to be given to your child in an emergency.

We would be very grateful of offers from parent/carer volunteers to attend, for this trip to go ahead. Please see one of the LKS2 class teachers as soon as possible if you are able to attend the trip in this capacity. Please note, if a class teacher confirms your attendance on the trip as a parent volunteer, this won't be as part of the same group as your own child, as this very often can stifle your child's independence on the day.

Yours Sincerely,

Miss Knox, Miss Scholes & Miss Bucktrout

LKS2 teachers