

3rd May 2019

Dear Parent/Guardian

The school is organising a day out to Lightwater Valley on Thursday 18th July 2019. It is for those pupils who have achieved the targets set for behaviour and attendance.

The cost of the visit will be £29. This includes entry into the Theme Park, insurance and the coach travel. No other costs are incurred, but pupils may wish to take some additional spending money.

We will be leaving school at 9.00am and returning to school at approximately 5.30pm. Pupils must of course be in school by the normal start of the day at 8.45am. Pupils must make their own arrangements for getting home from school when the coach returns.

Your child will need to wear suitable clothing but not club football tops. A packed lunch is recommended, although there are outlets for buying food and drink in the Theme Park. Pupils who are on free school meals will have a packed lunch provided by the School.

I must stress that places will be on a first come first served basis on payment of monies. I must point out however, that once a pupil has paid, we are unable to return any money if they change their minds for any reason.

If you wish your child to go please make payment by Friday 7th June 2019. Due to high number of attendees on this trip we request that payment is made online via our ParentPay system to prevent high levels of cash coming into school. Please see reverse of letter for instructions. If paying by cash/cheque please complete and return the reply slip below. For payment using Parent Pay consent for your child to attend the event can be given via a tick box as part of the payment process.

Yours faithfully

Mr S. Warren
Head of House

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REPLY SLIP - LIGHTWATER VALLEY

I/we the parent/guardian of Tutor Group
hereby give permission for him/her to take part in the visit to Lightwater Valley on Thursday 18th July 2019.

I understand the conditions of payment as stated in the above letter.

Parent/Guardian signature: Date:

We are pleased to inform you that Cardinal Hume Catholic School now has the facility to accept online payments for trips and other school activities. Using a secure website called ParentPay you are able to pay online using your credit or debit card. This can be accessed from the School website and you will by now, have received your ParentPay log in. If you are unable to locate this, please contact the school office for assistance.

Making a payment using your credit or debit card is straightforward. Your card details are not retained by the school. ParentPay holds an electronic record of all online payments for you to view at a later date. When you make a payment, an e-mail confirmation is sent to you, giving you reassurance that the transaction has been successful.

As a reminder please follow instructions below

Once you have your login details, the system is quick and easy to use:

- Visit www.parentpay.com (<http://www.parentpay.com/>)
- Enter your activation username and password in the Account Login section of the homepage. N.B. These are for one-time use only, you will choose your own username and password for future access during the activation process.
- Provide all the necessary information and choose your new username and password for your account – registering your email address will enable us to send you receipts and reminders.
- Once activation is complete you can go straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment.

We thank you in advance for your support in using this service to pay for your child's educational visit.