

HEADTEACHER:  
**Ms Helen Comfort**  
(B.A.Ed.Hons, NPQH)



St. Margaret's-at-Cliffe  
Dover, Kent, CT15 6SS  
Telephone: (01304) 852639  
Fax: (01304) 853671  
e-mail: [secretary@st-margarets-dover.kent.sch.uk](mailto:secretary@st-margarets-dover.kent.sch.uk)  
[www.stmargaretsprimary.co.uk](http://www.stmargaretsprimary.co.uk)

*'For Learning That Lasts A Lifetime'*

U:\Office\Trips\Trips 2016-2017\Swattenden2016\Information Afternoon Letter.doc

23<sup>rd</sup> February 2016

Dear Parent/Carer

We are holding an information afternoon for parents and children on Tuesday, 8<sup>th</sup> March at 2.30pm in the school hall regarding the annual Year 5 trip to Swattenden, Cranbrook in October 2016.

At the meeting the following items will be discussed:-

- Cost of trip which includes board and lodgings, coach charges, entrance fees to museums and attractions
- Expectations of pupils
- Proposed itinerary
- Forms to be completed

At the end of the meeting an intentions to attend letter will be sent home for you to consider the above points and return to the school office by Thursday, 24th March 2016. Should we not have enough families commit to the trip I am afraid that the trip may not be able to go ahead.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Helen Comfort'.

**Ms H Comfort**  
**Headteacher**

