# SHARPS COPSE PRIMARY SCHOOL

Headteacher: Mr M. Elsen – BEd (Hons) - NPQH

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Our ref: SCPN Year 2 Portchester Castle

Date: 24 March 2026

Dear Parents and Carers

Next term Year 1/2 will be researching **Castles** as part of their topic, so we have arranged to take them all to **Portchester Castle** on the following dates, **Zebra Sharks Wednesday 20th May, Leopard Sharks Thursday 21st May,** and **Blue Sharks Friday 22nd May** during school time to encourage their studying. Children will be arriving back at school before the normal finishing time.

If you would like the school to provide your child with a free packed lunch, **you will need to provide drinks**, please contact the school on 02392484545 or email adminoffice@sharpscopse.hants.sch.uk by Friday 8th May 2026.You are welcome to provide your child with their own packed lunch if you prefer.

The cost of this trip is **£5.00** per child and includes transport and entry fee. We are asking for a parental voluntary contribution of **£5.00** per child which should be paid in full before **Friday 8th May 2026**, so that we have time to decide whether this trip is financially able to go ahead. In recognition of siblings sharing the same cohort, the school offers a 20% reduction per family. As you are already aware, without your generosity the school is unable to provide these out-of-school and enriching experiences for your children; if by the deadline date we have received insufficient contributions, the visit will most likely not go ahead.

To help you, the school offers a payment plan where you can if you wish, make regular weekly or monthly payments to spread the cost, please ask at the school office for more details. Please make payment via your child's Scopay account. If you have not yet registered please contact the school office.

Children should dress according to weather conditions, wear their school uniform and appropriate footwear for climbing up spiral staircases.

If you are able to help out on the day, please let your child's class teacher know. Names will be pulled out of a hat if we have too many applicants, we will let you know if you have been successful.

Please tick the permission box in your child's Scopay account when making payment.

Yours sincerely

Year 1/2 class teachers