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Dear Parent/Carer,

**Re: Big Day Out –22nd August to Southend-On- Sea**

We have great pleasure in inviting your son(s)/daughter(s) to the Big Day Out to Southend-On-Sea.

The trip is being organised jointly by Waltham Forest Community Transport and Ambition, Aspire, Achieve - two local voluntary organisations and funded by Big Local St James Street.

There will be no charge for the outing. The cost of the day is being covered by a combination of donations and funds raised through the fundraising efforts of a few individuals.

The day will include an afternoon in the Adventure Island Amusement Park, with an opportunity to try all the rides and other attractions. A fish and chip (or appropriate alternative) meal will be provided.

The children will travel to and from Southend in a Community Transport minibus. Your son(s) and/or daughter(s) will be looked after by suitably qualified and/or experienced volunteers who hold an enhanced DBS check. Each volunteer will take responsibility for four named children throughout the day.

If you would like your son(s) and/or daughter(s) to attend the trip, they will need to bring, preferably in a rucksack or similar bag:

i. A waterproof coat.

ii. A warm jumper.

iii. Two drinks in appropriate containers.

iv. Any prescribed medication that will be required whilst on the trip (you will need to complete a separate prescribe medication form).

Spending money can be brought, but no more than £3.00 is recommended.

A responsible adult (over 18 years old) must bring and collect your son(s) and/or daughter(s).

You need to bring your son(s)/daughter(s) to The Mill by 9.30 am (please note that we cannot wait for late comers). They will return there at 7pm.

To reserve places for your son(s)/daughter(s) you:

i. Must complete the attached registration form giving your permission for their attendance.

ii. Return the completed form to Helen Tredoux, Community Transport Waltham Forest, Low Hall Depot, 42 Argall Avenue, Leyton, E10 7AS by no later than 17th August 2017

Please complete all requested details as accurately as possible. We will use the information you provide to help us ensure that your son(s)/daughter(s) have an enjoyable and safe day out.

If you would like any further details or clarification, please do not hesitate to contact Helen Tredoux

02085210665.

We hope your son(s)/daughter(s) have a great day out.

Yours sincerely

Helen Tredoux

Director