



Coopers Lane Primary School

Pragnell Road, Grove Park, London SE12 0LF

T: 020 8857 7680

E: info@cooperslane.lewisham.sch.uk

W: www.cooperslane.lewisham.sch.uk



Head Teacher: Mr Paul Hooper

25th May 2018

Dear Mum, Dads and Carers,

We are delighted to inform you that we would like to take all of our children to the seaside again this term. To get there we have booked our own Chartered Train that will leave Grove Park Station and take us direct to Broadstairs and back on **FRIDAY 13th July 2018**. The train will leave at 9.00 am and be back at approximately 5.00 pm.

All children in **Nursery, Reception, Year 1 & 2 must be accompanied by an adult (over 18 Years old)**.

We heavily rely upon the help of all parents and carers, especially those who have children in the EYFS and KS1; without your help this trip would not be possible. We have hopefully worked out a cost so that the trip will be manageable for everyone.

For one child	£10.00
For two children	£15.00
For three children	£20.00
For four children	£25.00
For each adult	£10.00

All parents are very welcome but we **cannot accept older brothers or sisters, or friends of the family**. There will be a limited amount of tickets this year and an initial purchase of 2 adult tickets only per family. This is **NOT** a day out for ex-pupils of our school and teenagers in general. If you have a toddler on your lap, they are very welcome, as would any extra contribution for them to go. **Tickets will be issued closer to the time.**

To book your tickets and to authorise your child taking part in this activity, please sign in to your ParentPay account, go to the relevant payment item and book your ticket/s. Please book your tickets as soon as possible but no later than **Friday 29th June 2018** if you are interested in coming along to the seaside with us. On this occasion we will also allow payment in cash to the school office but again no later than Friday 29th June 2018. As you have already been informed tickets are limited so get in early to avoid disappointment!!

A guide to booking your ticket via ParentPay is on the following page.

If you decide you **do not want** your child to go to Broadstairs, the school will remain open for the day as normal. These children will need to be **registered at the normal time of 8.45am** and school will **close at 2.15pm**. There will be **no after school activities** on this day. To notify us that your child will not be attending the Broadstairs trip, please email trips@cooperslane.org with the subject line **Broadstairs non-attendance**.

If you have any further queries please do not hesitate to contact the school office.

Yours sincerely,

Paul Hooper
Headteacher



HEALTHY SCHOOLS
LONDON

HOW TO BOOK YOUR BROADSTAIRS TICKETS

- To book tickets for the whole school Broadstairs trip, log in to your account and click 'Pay for other items'.

ParentPay Home | Parent Account | Communication | Profile | Help Logout

Welcome,
Parent Name (email address)

Child's Name Add child

Payment items >

Transaction history +

View school and caterer +

ParentPay support +

GLOBAL MONEY WEEK

WIN a £50 nimbl top up...
If your child is an aspiring blogger, this competition is for them!

nimbl.com

Child's Name

Pay for other items 1

- Choose which ticket/s you would like to purchase to clicking 'view details and pay'.

ParentPay Home | Parent Account | Communication | Profile Settings | Help Logout

Welcome,
Parent Name (parentemail@email.com)

Child's Name Add a child

Active Payment items >

Historic Payment items >

Transaction history +

Add a child >

View school and caterer +

Digital pocket money for young people...
Track spending, budget and save with nimbl's card & app. Join today for 1 month free.

+ a chance to WIN £500

Payment items

Show: Active items

New	Child's Name - Broadstairs 2018 Ticket - 1 child Payment due: 29 Jun 18	£10.00	View
New	Child's Name - Broadstairs 2018 Ticket - 1 Adult Payment due: 29 Jun 18	£20.00	View

- Once you have clicked 'view details and pay' a payment box will appear and you can choose to 'pay by parent account' to pay with money you have already added to your account or if you 'add to basket' you can pay by card. Your club is now booked.

The screenshot shows the ParentPay website interface. At the top, there is a navigation bar with the ParentPay logo and links for Home, Parent Account, Communication, Profile Settings, and Help. A Logout button is in the top right corner. Below the navigation bar, a blue header displays 'Welcome, Parent Name (parentemail@email.com)' and a shopping cart icon. The main content area is divided into two columns. The left column contains a sidebar with a 'Child's Name' section (with an 'Add a child' button) and a list of navigation options: 'Active Payment items', 'Historic Payment items', 'Transaction history', and 'Add a child'. The right column is titled 'Payment items' and shows a single item: 'Child's Name - Broadstairs 2018 Ticket - 1 child'. Below the item name, the cost is listed as '£10.00' and the due date as '29 Jun 18'. Underneath, there is a 'Payment' section with two buttons: 'Pay by Parent Account' (with a 'What is this?' link) and 'Add to basket' (with a 'Cancel' link).

If you require any assistance, please do not hesitate to contact the office on 020 8857 7680.

Please note the office will not be open during half term, during this time you can contact Parentpay support – <https://www.parentpay.com/parents/using-parentpay/help-and-support>

Or complete a parent support form

<https://www.parentpay.com/FormsAPI/forms/contactus>