Planning a School Trip

You are organising a school trip and you need to write a letter to parents telling them:

- The departure time from school
- The time of arrival back at school
- The cost of the trip for each child
- The destination
- The date of the trip
- Things the children need to take with them on the trip
- Things that they are not allowed to take

The school day starts at 8:55am.	The coaches won't get back to school until after the end of the school day.
There will be no need to come to school early on the day of the trip.	The teachers plan to do the register in 15 minutes and then leave school immediately afterwards.
The difference between the contribution from the school fund and the total cost of the trip will be shared equally between all the children in the class.	The coaches will park opposite the school gates.
The school day is 6 hours and 15 minutes long.	There are 14 boys and 16 girls in the class.

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It will take about 45 minutes to drive to the Golden Valley Wildlife Park.	There are no monkeys at the Wildlife Park.
The school will pay £125 from the school fund towards the trip.	Children need to take a packed lunch.
2 teachers and 3 other adults will be going on the trip.	Discounts for large groups on the total cost of the entrance are as follows: Groups over — Discount 10 — 5% 20 — 10% 30 — 20% 40 or more — 25%
Everybody in the class is either 10 or 11 years old.	The Wildlife Park has special rates for school parties.
The children will be able to take a maximum of £1 spending money.	There are animals and birds from every continent at the Park.

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The coaches will leave the Wildlife Park at 3:00pm.	The cost of the coaches for a day is: 25-seater £112 36-seater £126 50-seater £165
The coach company has three sizes of coach.	The date you are writing the letter is Wednesday 26 May and it will be sent home tomorrow.
Children who have school dinners can have a packed lunch prepared in the school kitchen.	The normal prices for entry to the Park are: Adults £4.40 Children £2.60
There are lots of places to shelter at the Park if the weather is bad but there are some long walks with no shelter.	Children are not allowed to bring drinks in glass bottles.
The trip will be exactly three weeks after the letter is sent home.	

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