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Rudheath
Primary Academy
and Nursery

Dear Parents and Carers,

Re: Why We Set Deadlines for Trips, Events and Visits

Following the closing date for events we often have parents / carers contacting us to 'reopen' the event so that they can pay for their child to attend. This letter is to explain why we ask families to meet the deadlines we set for trips, events and visits, and to ask for your continued support in returning forms and payments on time.

Deadlines are not simply administrative. They allow us to confirm arrangements with external providers and to make sure we have everything in place for your child's safety and enjoyment. In particular, we often need to:

- **Pay companies in advance** – for example, coach companies, venues, activity providers and workshop leaders. Many of these organisations require confirmed numbers and payment by a set date, and late additions can be difficult or impossible to accommodate.
- **Ensure we have enough supplies** – such as drinks, snacks, equipment and materials for the number of children attending.
- **Confirm staffing and supervision ratios** – so that we can organise the right number of adults to keep children safe.
- **Finalise risk assessments and other safety arrangements** – based on the confirmed list of participants.

We understand that families are busy, and we will **always send reminders of the closing date** before a deadline passes. However, once the closing date has passed, we will be unable to add extra places or accept late payments, as arrangements will already have been confirmed.

If you have any difficulty paying due to financial reasons or accessing the Arbor system please ensure that you contact school before the closing date. If you have any questions or concerns, please contact the school office.

Thank you for your continued support.

Yours sincerely,

Andrew Ross

Headteacher