



Guildhall Feoffment Community Primary School

Head Teacher: Mrs Lorraine Ratcliffe

Deputy Head Teacher: Mrs Kirsten Steele

Chair of the Governing Body: Mrs Patricia Thomas

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12th September 2023

Dear Parents/Carers

Residential Trip to Thorpe Woodlands Adventure Centre

29th November – 1st December 2023



Thank you for paying the deposit for your child to take part in this trip. I am pleased to confirm that we have sufficient replies for the trip to proceed.

The actual cost will be £183.00 per child. You have already paid a non-refundable deposit of £25.

The balance of £158 can be paid by instalments as detailed below or as a lump sum. (i.e. all payments at the same time)

	Amount (minimum) required	Date due
1st Instalment	£50	15 th September 2023
2nd Instalment	£50	13 th October 2023
3rd Instalment	£58	3 rd November 2023

In certain circumstances, we are happy to discuss an alternative payment schedule. If you wish to do this, please speak to a member of the office staff. In any case, the minimum amounts stated above must be received by the stated deadlines.

If the balance is not paid in full, your child will have to remain in school for the duration of the trip. If your child is unwell or unable to attend, a refund may be considered but will be dependent on the terms of payment agreed with the venue and coach company.

We have enclosed Thorpe Woodlands Letter, Kit List and Parental Consent Form. Please complete the form and return this **by 29th September 2023**. This form **MUST** include details of any medical conditions, medication required (plus dosage and timings) along with details such as travel sickness, bed wetting, food allergies etc.

We hope that the children have an amazing time. We will hold an information evening for parents and children nearer to the date of the visit. Further details will follow in due course.



Yours sincerely

Andy Matthews
Headteacher

Kind, Respectful, Cooperative, Proud, Curious, Resilient, Ambitious, Creative

