Headteacher
Mr Richard Catchpole BSc (Hons) PGCE NPQH

Busbridge CE (Aided) Junior School
Brighton Road
Busbridge
Godalming
Surrey
GU7 1XA

Telephone: 01483 417302

Email: admin@busbridge-junior.surrey.sch.uk
Website: www.busbridge-junior.surrey.sch.uk

Friday 23rd October 2020

Dear Year 5 Parents and Carers

Year 6 Residential Visit to PGL Windmill Hill Activity Centre, East Sussex – 20th to 24th September 2021

In Year 6 we take the children on a residential trip to the PGL Windmill Hill Centre in East Sussex which offers excellent activities and adventurous challenges for the children. We are pleased to inform you that the Year 6 residential trip is now booked to take place from Monday 20th to Friday 24th September 2021. We are very much hoping that the Covid restrictions that affected this year's trip will not still be in place next September. If this is the case like this year we may have to postpone the trip to a date later in the academic year but at this point in time we are planning for it to take place on the dates stated.

We are letting you know the details of the trip cost well in advance so that you can spread the payments if you prefer and for us to secure the booking. **The total cost of the trip is £395.00** which includes all travelling, accommodation, bedding, activity costs and insurance. Whilst this is considered a voluntary contribution, we regret that if we do not get enough people committing to the trip and paying the first 2 deposit payments, and if we do not cover all the remaining cost we may have to cancel the trip. As part of the terms and conditions of booking the first 2 instalments are non refundable. Due to the Covid restrictions this year, PGL has informed us that it is currently negotiating enhanced insurance to cover/refund all monies paid if the trip is unable to go ahead due to Covid restrictions but at this point in time this is not confirmed. In non-Covid times standard residential trip/travel insurance terms and conditions would apply to this trip. Please contact Mr Catchpole as soon as possible if you need to talk in confidence about any difficulty in covering the cost.

To help spread the cost of the trip, payment may be made in eight instalments. In order to qualify for an 'early bird' booking discount to reduce the overall trip cost we have to pay the initial deposit by Friday 13th November. We would be grateful for the money to be paid by the following dates for us to fulfil our booking obligations to PGL:

£45.00 by Friday 13th November 2020*	The first instalment is non-refundable*
£65.00 by Friday 18th December 2020*	The second instalment is non-refundable*
£47.50 by Friday 22nd January 2021	
£47.50 by Friday 19th February 2021	
£47.50 by Friday 19th March 2021	
£47.50 by Friday 16th April 2021	
£47.50 by Friday 14th May 2021	
£47.50 by Friday 11th June 2021	

Please complete and return the consent slip below by email (or if necessary via the class teacher) to admin@busbridge-junior.surrey.sch.uk **with your first payment** (whether in full or the first instalment) **by Friday 13th November 2020.** If you would prefer to make one payment, please send the total payment of £395.00 (£110.00 is non-refundable) by Friday 13th November. Payment can be made through Parentmail PMX (or if necessary by cheque payable to "Busbridge Junior School").

More information regarding this residential trip will follow as we receive any updates and at a parent information evening towards the end of this academic year in the summer term. Please do not hesitate to contact us if you have any questions or visit the PGL website https://www.pgl.co.uk/en-gb/school-trips/resources/parent-guide/about.

Yours faithfully

Mr Richard Catchpole
Headteacher

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Child's Name…… **Class**……

I give permission for my child to take part in the residential trip to PGL Windmill Hill YES / NO

I have read and understand the payment conditions above YES / NO

a) I have paid either the first instalment of £45.00 via ParentMail PMX or cheque YES / NO

OR

b) I have paid a one-off payment in full of £395.00 via ParentMail PMX or cheque YES / NO

(please note cheques should be made payable to "Busbridge Junior School")

Parent/Carer name (please print):……

Signed……Parent/Carer **Date**……

Please return this slip with payment by Friday 13th November 2020