



Busbridge CE (Aided) Junior School
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Headteacher

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Tuesday 6th October 2020

Dear Year 6 Parent/Carer

Re: Year 6 Residential Trip to PGL Windmill Hill, East Sussex - Monday 12th to Friday 16th July 2021

We thank you for your patience with regards to receiving information about the Windmill Hill residential trip. At this time of the year we would normally be recalling what the children did on their Year 6 residential trip. However, as communicated to you last term due to the Covid situation school residential trips are unable to run at present. As a result we have rearranged this trip to take place in the summer term from Monday 12th to Friday 16th July 2021. As far as we are aware the trip will go ahead but if we are informed of any changes to this we will let you know as soon as possible.

In order for us to fulfill our financial obligations with PGL for the Windmill Hill trip, we are now requesting that you resume making payments for the trip. This is so that we are able to pay the final balance by the deadline PGL have given us.

Just to remind you the total cost for the residential is £385.00. Many of you have already paid a significant part of this total cost. Thank you to those who have already paid their balances in full - there will be no further action for you at this time. For those parents/carers who have one or more installments outstanding, we would like to invite you to kindly pay your installments using the revised payment plan below until completion of your final balances or you may wish to pay the remainder in full.

Installment 1	£55.00	to be paid by Friday 23 rd October 2020
Installment 2	£55.00	to be paid by Friday 20 th November 2020
Installment 3	£55.00	to be paid by Friday 18 th December 2020
Installment 4	£55.00	to be paid by Friday 29 th January 2021
Installment 5	£55.00	to be paid by Friday 26 th February 2021
Installment 6	£55.00	to be paid by Friday 19 th March 2021

We have updated the payment date plan on Parentmail PMX which should not affect any payments made so far. Please continue to pay installments on these dates above until your balance is cleared.

If you are unsure how many installments are due or have any further queries regarding payment then please contact Mrs Vaz in the School Office. Thank you for your attention to this matter.

Yours faithfully

Mrs Kirsty Morris
School Business Manager

