



**Headteacher**  
Mr Richard Catchpole BSc (Hons) PGCE NPQH

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**Letter 1**

Friday 23<sup>rd</sup> April 2021

Dear Year 4 Parents and Carers

**Year 4 Residential to Sayers Croft Field Centre, Cranleigh – Wednesday 19<sup>th</sup> to Friday 21<sup>st</sup> May 2021**

As outlined in our Curriculum and Learning presentation at the beginning of the school year, Year 4 take part in a residential trip to Sayers Croft Field Centre in Cranleigh usually during the Spring term in March. Due to the Covid pandemic this year, the trip due to take place in March had to be cancelled. However as we informed you before the Easter holiday, we are delighted that we have been able to rearrange it for the dates above in May. With the confirmation from the Government that residential trips can resume from 17<sup>th</sup> May, Sayers Croft confirmed the trip can take place and we are now able to write to you with full details – this letter 1 gives cost and payment instructions, and the accompanying/attached letter 2 requires completion of a consent slip and personal contact/medical information form for your child to take part.

The cost of the trip is **£189.00** which includes accommodation, food, coach transport to and from Sayers Croft, and a full programme of activities with specialist instructors. Whilst this is considered a voluntary contribution, we regret that if we do not cover the cost we may have to cancel the trip. Please contact Mr Catchpole as soon as possible if you need to talk in confidence about any difficulty in covering the cost.

We would be grateful for those who are able to pay the balance of £189.00 in full by Friday 30<sup>th</sup> April 2021. However we understand that for cash flow reasons some of you may need to pay in instalments as per the schedule below:

£63.00 by Friday 30<sup>th</sup> April 2021

£63.00 by Friday 4<sup>th</sup> June 2021

£63.00 by Friday 2<sup>nd</sup> July 2021

**Please complete and return the consent slip below with your first payment by Friday 30<sup>th</sup> April 2021,** Payment can be made through Parentmail PMX or if necessary by cheque payable to “Busbridge Junior School” in a named envelope and returned via the class teacher to the school office with the completed consent slip below. **At the same time please complete and return the consent slip and personal contact/medical information form as attached in letter 2 by Friday 30<sup>th</sup> April 2021.**

Thank you for your prompt attention which is needed as soon as possible to complete all the necessary planning and paperwork required ahead of the trip taking place. As you can appreciate, we are working to a tighter timescale than usual but are delighted the trip can go ahead. We are aware in previous years we have held a parent information evening regarding the trip. We are not able to do so this year but a Powerpoint containing key information (eg. timings, accompanying staff, Covid risk measures etc) will be sent to you early next week.

Yours faithfully

Mr Richard Catchpole (Headteacher)

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**Sayers Croft Residential Trip 19<sup>th</sup> to 21<sup>st</sup> May 2021**

**Child's Name**..... **Class**.....

I give permission for my child to take part in the residential trip to Sayers Croft & for information to be shared with Syers Croft YES / NO

a) I have paid either the first instalment of £63.00 via ParentMail PMX or cheque YES / NO

OR

b) I have paid a one-off payment in full of £189.00 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**.....