



Cambridgeshire
County Council



Monkfield Park Primary School

Headteacher: Mrs S Jarman
Deputy Headteacher: Mrs A Howell
School Business Manager: Mrs J Durrant

School Lane, Great Cambourne,
Cambridgeshire CB23 5AX
Tel: (01954) 273377
Fax: (01954) 273379
E-mail: office@monkfieldpark.cambs.sch.uk
Website: www.monkfieldpark.cambs.sch.uk

24th January 2019

Dear Parent/Carer,

Residential Trip Burwell House
Wednesday 24th and Thursday 25th April 2019

As part of our enrichment programme we have provisionally booked an overnight residential trip to Burwell House Study Centre for the children in Year 4. Burwell House is owned and run by Cambridgeshire County Council and offers high quality learning outside the classroom and a wide range of activities to enhance our curriculum. Conveniently situated just 20 miles from Cambourne, Burwell House provides an exciting and safe environment in which the children can experience an overnight field trip. Please look at the Burwell House website (www.burwellhouse.com) to see the range of activities and facilities available.

As with all of our trips, the 1988 Education Act now prohibits the school from making a charge but permits the school to ask you for a voluntary contribution towards the cost of a visit. The anticipated costs of the visit are set out in the table below:

Cost	Item	Notes
£67.20 per pupil	Accommodation, food and activities	This is the price we pay to Burwell House
£1.50 per pupil	Additional cost for craft activities	This is the price we pay to Burwell House
£450	Coach to carry 60 children and 6 adults	The donation of £200 from FOMP to be used for the Stibbington trip in the Summer term.
£208	Additional staffing	Required to maintain correct adult to child ratios

We will not be able to confirm the exact amount until we know the final number of children wishing to participate, but this will hopefully not exceed **£80** per pupil. Insurance by the County Council covers liability of the Council and personal accident cover to pupils on the visit.

Please note for pupils whose parents/carers are in receipt of Income support; Income based jobseekers allowance; income related Employment and Support Allowance; support; support under Part VI of the Immigration and Asylum Act 1999; Child Tax Credit but who are not entitled to Working Tax Credit and whose annual income (as assessed by the HM Revenue & Customs) does not exceed £16,190 for the year 2018-19; the guarantee element of Pension Credit; Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit; Universal Credit (with an annual net earned income of not more than £7,400 as assessed by earnings from up to three recent assessment periods) - proof of receipt of the above entitlements will need to be shown to the school to ensure no voluntary contribution is made. Parents/carers will need to make an appointment to see the School Business Manager with their documentation.





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For families whose children are entitled to Free School Meals (benefit entitled) or where the school receives Pupil Premium funding based on historical Free School Meal entitlement, no charge will be sought from the family. The school will fund residential activities for entitled children from Pupil Premium funding.

To secure a place for your child on the residential trip please return the attached slip together with a deposit of **£30 by Friday 1st February 2019** in order that we can confirm our booking, (cheques should be made payable to Monkfield Park Primary School). Please note that the deposit is non-refundable.

If you do not wish your child to participate in the trip, could you please indicate this on the reply slip below so that we can finalise exact numbers.

If you have any concerns or questions regarding the trip and costs please do not hesitate to contact us and we will be happy to discuss these with you.

Yours sincerely,

(Mr Frame & Mrs Sawford)
Year 4 Class Teachers



Eco-Schools
Silver Award



BRONZE AWARD

valid 2015-2018



blue smile
Happier children
Brighter futures
OUTREACH SCHOOL



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Burwell House 2019 Reply Slip

Please note that the deposit must be returned by Friday 1st February 2019

I would like my childto be a part of the
Year 4 residential trip to Burwell House in April 2019

I would NOT like my childto be a part of the
Year 4 residential trip to Burwell House in April 2019

I understand that the cost will be approximately £80 and enclose a non-refundable deposit of £30.

I am in receipt of the above entitlements and am exempt from the contribution and will bring in my
proof of documentation.

My child is currently entitled to Free School Meals (benefit entitled) – the school will fund my child’s
contribution.

My child has been registered in the past at Monkfield Park to receive Free School Meals (benefit
entitled) – the school will fund my child’s contribution.

Name: Signed: Date:

