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**WOODFIELD**  
**ACADEMY**

**Headteacher:** Mr. S. Bond

17<sup>th</sup> October 2017

Dear Parent/Carer,

**The Manor Weekend: 5<sup>th</sup> – 7<sup>th</sup> February 2018**

We are planning to run a midweek trip to The Manor. The Manor is an outdoor adventure centre based in Craven Arms, Shropshire. We have used this centre for many years with Year 5 pupils and all children have thoroughly enjoyed themselves, proving an excellent first residential experience for many children.

The basic itinerary for the visit is to depart school at the end of Monday morning and travel to Craven Arms. We then start an activity programme on Monday afternoon that finishes on Wednesday lunchtime, we then travel back to school arriving at approximately 3pm.

The cost of the trip will be £135. This includes all activities, instruction, specialist equipment, full board from Monday evening – Wednesday lunch, transport and insurance. What is not included is lunch on Monday, where your child will require a packed meal. All children will also require a sleeping bag or duvet, pillowcase and bottom sheet. This cost is based on a full coach load taking up this opportunity. There is no problem should there be sufficient numbers for two full coaches, however, if there are the numbers for one coach but not quite two then a draw may have to take place.

As this is quite a substantial amount and it falls over the Christmas period, we are more than happy for you to pay in instalments. A non-returnable deposit of £30 will be required to secure your child's place and must be paid into school either directly or through ParentPay by Friday 3<sup>rd</sup> November, a second deposit of £40 by Tuesday 28<sup>th</sup> November, and the balance of £55 being paid by 8<sup>th</sup> January 2018.

If you would like your child to take part in this activity, please complete the attached form and return it with the required deposit. If a draw is required then deposits will, of course, be returned to anybody who is NOT offered a place. As with any visit of this type, we have the right to refuse attendance on the grounds of Health and Safety as well as behaviour.

If your child is in receipt of free school meals, or has done within the last six years, you will be entitled to a discount. Please tick the box below, pay the initial £30 and I will send you further details.

We do hope that as many children as possible will take up this opportunity. If you have any questions regarding the trip please do not hesitate to contact me at school.

Yours sincerely

Mr J Thornewill – Party Leader

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I would like my child \_\_\_\_\_ class \_\_\_\_\_ to take part in the Adventure Weekend to The Manor. I enclose the first deposit of £30 and understand that this is non-refundable, unless a place is not allocated.

My child receives free school meals or has done within the last six years.



Helping everyone reach their potential



Signed \_\_\_\_\_ (Parent/Carer)