

4th November 2014

Dear Parent/Carer

The Manor Weekend – 27th February – 1st March 2015

We are planning to run a weekend 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 weekend is to depart school at the end of Friday morning and travel to Craven Arms. We start an activity programme on Friday afternoon that finishes on Sunday lunchtime, we then travel back to school arriving at approximately 3pm.

The cost of the trip will be £107. This includes all activities, instruction, specialist equipment, full board from Friday evening – Sunday lunch, transport and insurance. What is not included is lunch on Friday, 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 £40 will be required to secure your child's place and must be paid into school by Monday 1st December, with the balance being paid by 8th January 2015. If you would like your child to take part in this activity please complete the attached form and return it with the required deposit. The preferred payment method is online via 'ParentPay' which can be accessed via our school website. Alternatively, you can pay by cheque made payable to 'Woodfield Academy' or by cash. All monies should be in a sealed envelope with your child's name, class, trip name and amount enclosed written on it and placed in the black post box situated in the corridor near the staff room.

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. Surplus places may be offered to Year 6 pupils.

I would also like to remind you that you could use your Pupil Premium voucher should you wish. Please contact the school office or myself to discuss how this would alter costings.

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 deposit of £40 and understand that this is non-refundable, unless a place is not allocated.

Signed _____ (Parent/Carer)