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**WOODFIELD**  
**ACADEMY**

**Headteacher:** Mr. S. Bond

22<sup>nd</sup> October 2015

Dear Parent/Carer,

**The Manor Weekend – 26<sup>th</sup> – 28<sup>th</sup> February 2016**

We have received a good response to our residential trip to The Manor. I can confirm that all those who requested a place have been allocated one.

As outlined in the initial letter, a second deposit of £20 is due by Friday 13<sup>th</sup> November and the balance must be paid by 8<sup>th</sup> January. You are, of course, welcome to pay in instalments before this final date. Please make payments online using ParentPay.

An information evening will be arranged in January where clothing, activities, facilities, menu etc., will be discussed. I will inform you of the date for this nearer the time. Please do not buy any special clothing for this visit. Old, warm clothes are very suitable.

We have been using The Manor for over 20 years with great success and there are many hundreds of children who we have taken who have thoroughly enjoyed the experience.

Please remember that taking children on any trip is a huge responsibility, one that we take very seriously. As such, the school reserves the right to withdraw any child prior to the visit based on the grounds of Health and Safety or behaviour. In such a case all monies would, of course, be refunded.

If you have any questions regarding the trip please do not hesitate to contact me at school.

Yours sincerely

Mr J. Thornewill – Party Leader