



WEST SUSSEX COUNTY COUNCIL

SUMMERLEA C.P. SCHOOL



Windsor Drive, Rustington

West Sussex, BN16 3SW

Headteacher: Mr J Todd

Tel: (01903) 856783

Email: office@summerleaschool.co.uk

'Growing thoughtful learners and independent thinkers'

Wednesday 15th November 2023

Dear Parents and Carers,

Year 4 Residential: Monday 24th to Wednesday 26th June 2024

Thank you very much to everyone who responded regarding the residential trip for Year 4. We have received confirmation from the majority of parents that they would like their child to attend the residential trip, however due to not all parents responding we have had to calculate figures on those who did respond and have had to cap the trip numbers accordingly.

With the responses we received, we are able to provide the following costings based on **maximum of 48 children** attending the residential. The total cost of the trip will be **£280**. Places will be allocated on a **first come, first served basis** once payment and paperwork has been received. We will be operating a waiting list after 48 children have signed up.

Insurance is included in the costings; however, this does not cover your child being unwell and unable to attend once you have paid. We suggest that you take out your own cancellation and curtailment insurance should you be concerned about this.

We appreciate that this is a large sum to pay in one go, so we will be offering the option to spread the payment over the coming months between now and next June. Please see below for further details.

In order to secure our booking, we will require a non-refundable deposit of **£50 by Friday 8th December 2023** along with a completed **agreement form** (attached). The remaining payments must be paid in full by **Friday 24th May 2024**.

Although the contribution is voluntary, it should be pointed out that the residential visit or non-residential visit cannot take place unless all parents, who are able, are willing to contribute. In the unfortunate circumstance that parents are unable to make the payments we may have to cancel planned activities or the residential.

We appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum. If you are in this position and have need of financial assistance, please apply in confidence to Mrs Smith (School Business Manager) in the school office.

If you have indicated to us that your child will not be going on the residential, we will in be touch in due course to outline the programme for those not on the 'away' trip and also costings etc.



All payments should be made via ParentPay and the following payment schedule should be strictly adhered to:

Deposit due: Friday 8th December 2023

50% balance due: Thursday 28th March 2024

100% payment due: Friday 24th May 2024

Failure to adhere to the payment schedule may result in your child's place being allocated to another child on the waiting list.

As long as the above dates are adhered to, you can make smaller, more regular payments or larger, less regular payments as you wish. You may also choose to pay the balance all at once. This is completely up to you and can choose these options once the payments have been set up on ParentPay for the trip indicated on the agreement form.

Please let us know if you have any queries.

Yours sincerely,

Mrs Galpin, Mr Bailey and Mr Burnett

**AGREEMENT FORM FOR YEAR 4 RESIDENTIAL TRIP
TO LODGE HILL
Monday 24th – Wednesday 26th June 2024**

I would like my child in class to take
part in the indicate trip Year 4 Residential Trip.

Please tick the relevant box

My child will be attending the residential trip at a cost of £280	
My child will not be attending the residential trip.	

Please note that these dates and costs must be strictly adhered to as part of our agreement with our tour provider.

Please tick each box

I will pay a non-refundable <u>deposit</u> of £50 (to be received by Friday 8 th December 2023).	
I agree to make regular payments via ParentPay and I understand that I can pay larger amounts if I want to.	
I agree to adhere to the dates set out in the payment plan (or otherwise agreed with the school) and to have paid all monies by the final payment date (Friday 24 th May 2024).	
I understand that if I do not adhere to the payment schedule, my child's place may be allocated to another on the waiting list.	

Signed: Parent/ Carer

Date: