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Headteacher Miss Zoe Loosemore

14th June 2023

Dear Current Year 4 Parents and Carers,

We are pleased to be able to offer our pupils who are joining Year 5 in September the opportunity to take part in a residential trip to PGL Liddington, Swindon for four day and three nights from **7th – 10th May 2024**.

The trip will be led by Miss Chambers (Year 5 Leader) and organised through PGL Travel Ltd.

What's it all about?

It's about having fun while taking part in all sorts of adventurous activities designed to help your child learn and develop new skills and really shine as an individual and also as part of a team.

For many children this may be their first experience of staying away from home without you. PGL staff and I will be on hand throughout to encourage, reassure and help, so that your child returns home even more confident and independent with a real sense of achievement.

We have chosen to book with PGL because not only do they offer excellent value but they also have a reassuring 60 years of experience organising trips for schools. Their extremely high standards ensure that your child will be in safe hands at all times.

Visit PGL's website www.pgl.co.uk to find out more about the company and the location we will be visiting.

What does it cost?

The cost per person is approximately **£335** which can be paid in instalments prior to the trip. This is an approximate figure on the basis that 96 pupils will go. If fewer wish to go the cost may be increased by a small margin. We will confirm the final price to you in September.

The cost includes:

- Return coach travel from school
- A full daily programme of adventure activities
- Fun evening entertainment
- All meals and accommodation

Details of HCC Travel Insurance Policy can be found on our website under 'Parents Information' and this policy details insurance cover (and relevant excess) including if a family were to submit a claim for non-attendance due to evidenced medical reasons etc.

What do I need to do next?

If you wish to reserve your child's place, you will need to make an initial deposit of **£35** by **Monday 3rd July via your child's Arbor account. This payment confirms that you are consenting to your child attending the trip in accordance with the booking and insurance terms and conditions.** Please note that if we do not have enough pupils confirmed on the trip by this date, then the residential trip may have to be cancelled.

Further payments will be required once your child starts in Year 5 as set out in the payment schedule below.

Payment Schedule

- 1st October 2023 - £60
- 1st November 2023 - £60
- 1st December 2023 – £60
- 1st February 2024 - £60
- 1st March 2024 – Final balance (approximately £60)

All payments must be made via your child's Arbor account. Please note that once payments have been made as set out in the payment schedule, they are not refundable and terms and conditions will apply as set out in the link below. Alternatively, you can pay monthly / weekly instalments as you wish. In the event of cancellation any monies paid exceeding the payment schedule would be refunded.

For families that are entitled to free school meals a percentage subsidy will be made in relation to the cost of the trip. After the £35 deposit has been received we will contact eligible families with further information. For more information please see our [Charging & Remissions Policy](#).

In the event of any cancellation from either party the only monies refundable to you will be those refunded by PGL. For their full terms and conditions, please follow the link below:

<https://www.pgl.co.uk/en-gb/school-trips/resources/teacher-guide/booking-terms-and-conditions>

Please note that children who do not participate in the residential are required to attend school.

Finally, if you have any particular questions or concerns regarding your child's participation in the trip please don't hesitate to contact me.

Yours sincerely,

Zara Chambers

Year 5 Leader