

Highfield Primary School



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Head teacher - Maria Kemal B.A. (Hons), NPQH

Deputy Head – Helen McGovern B.A. (Hons), NPQH

“Together we can achieve more”

Monday 23rd January 2017

Year 6 Five Day – June 2018 - Residential Visit – Adventure Central, Lewes

Dear Parent/Carer

Believe it or not - we are planning your child's Year 6 residential journey! We know it is absolutely ages away but companies have told us that schools are booking two years ahead and we want to be able to book the best value residential for children at Highfield. We have been investigating a number of activity centres and comparing prices depending on the time of year the visit is made

We have managed to find a fantastic centre, with a reasonable cost for 5 days and 4 nights. While recent companies we have used charge nearly £400 for a week in the summer term, the one we have found (after much research and many phone calls!) is in the beautiful seaside setting of Lewes in the South Downs and we have managed to negotiate a fabulously low price. It is a relatively small site with 24 hour security. It is fully accredited and inspected with the LOtc Quality Mark (Council for Learning Outside the Classroom) recommended by Enfield Local Authority. We may be the only school there or there may be just one more class from another school. The company is called “Cogo Travel” – it is the South Downs site. Feel free to look at their website <http://primary.cogotravel.co.uk/47/UK-Residentials> .

This opportunity will offer your child an experience of a lifetime, developing social skills whilst enjoying activities such as:

- Fencing
- Climbing
- Abseiling
- Archery
- Golf
- Orienteering

All these activities will be led by trained DBS checked and first aid trained instructors.

The price of the full week including accommodation, activities, food and travel will be **£270**. The Governors have kindly agreed to cover the cost of the coach which will cost about £1,500. The benefit of booking this so early will be that you can spread out the payments over a longer time.

We have provisionally booked 40 places at this point, but up to 60 are available. However, to secure the booking we are asking for a deposit of £40 by Thursday 9th February via Parentpay. If you do not know your Parent pay login code please contact the school office and they will give it to you. Once this £40 is received on Parentpay, your child is guaranteed a place. Given that we want to confirm the booking, this £40 would be non-refundable.

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The payment deadlines would be as below - again to be paid on Parentpay. If you need a barcode letter, please ask at the main office.

By Thursday 9 th February 2017	£40 non-refundable deposit
By Wednesday 29 th March 2017	£60
By Wednesday 7 th June 2017	£40
By Wednesday 4 th October 2017	£50
By Wednesday 7 th February 2018	Remaining balance to be paid - £80

You do have the option of paying for it all up front or paying in smaller installments as long as the above deadlines are met.

Mrs Dunbar in the office will check Parentpay regularly, to ensure deadlines are met. However, **payments must be paid on time.** Please be aware that due to problems over the years collecting payments in on time (which has resulted in our office staff having to text parents/carers many times and staff having to send out numerous payment requests/reminders), please be aware **that if any payments are more than 10 days late the child's place will be cancelled.** Therefore, please note that the payment timetable cannot be changed according to individuals' needs and that if a booking is cancelled due to late payments money paid may not be refunded. Also if monies are owed because deadlines were missed, you will liable for these too as the school has to pay the company.

Throughout Year 6 staff will be monitoring behaviour and attitude. This is a behaviour monitoring system whereby we establish whether it is appropriate and safe for all the children registered to go on the journey. If the school judges that it is unsafe for a child to go, the monies paid (including any monies owed if deadlines are missed) cannot be refunded.

Once we have looked at the numbers of children booked and whether the trip can go ahead, we will arrange a meeting for you to come along and find out more.

Thank you.

Your sincerely

Mr Wilson
Acting Deputy Headteacher

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