Castle Camps CofE (VC) Primary School
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Headteacher: Miss A.E.O'Connor

9th January, 2015

To the Parents of Children in Years 5 and 6

Dear Parents,

Y5/6 RESIDENTIAL VISIT 2015

Further to our Newsletter of 27th November, 2014, the Residential visit for Year 5/6 has been booked for Wednesday 3rd June – Friday 5th June, 2015 at Kingswood, West Runton in Norfolk. Full information can be seen on the Centre's website at www.kingswood.co.uk/centres/west-runton . The provisional cost of the travel, accommodation and activities per pupil at Kingswood with all Year 5 & 6 children participating is £169.30. There maybe a small variance to this price depending on the number travelling.

Please return to your child's teacher the following:-

- Parent/Pupil Agreement
- Permission Form
- Your cheque/cash for the non-returnable deposit of £40 payable to Castle Camps C of E (VC) Primary School

Please ensure that these are sent to the office no later than morning registration on Monday 19th January, 2015. Please send all future payments (cheques payable to Castle Camps C of E (VC) Primary School please) **together with your payment card which will be sent to you following the deposit payment**, to the office **via the class teacher.** You can appreciate that each group payment from us to Kingswood amounts to a considerable sum, therefore prompt payment is essential to retain our booking.

Pupil Payment Schedule – Total Cost approx. £169.30

£40.00 Non-returnable deposit by Monday 19th January, 2015
£65.00 Interim payment by Friday 13th February, 2015 (ALL payment options).
£64.30 (based on current figures tbc) final payment completed by Friday 20th March, 2015

Weekly Payments
£40.00 Deposit (non-returnable) by Monday 19th January, 2015
£20.00 per week starting Friday 30th January, 2015 for six weeks and then
£9.30 (based on current figures tbc) final payment completed by Friday 20th March, 2015

If you have any questions regarding the trip, please speak to me as soon as possible.

It promises to be an exciting and worthwhile trip for all the children.

Yours sincerely,

Miss A. O'Connor

CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL

Kingswood – 2015 Permission Form

Wednesday 3rd to Friday 7th June, 2015

I give permission for ……. to take part in the School Journey to:

I enclose, as the **non-returnable deposit**, a cheque for **£40.00** made payable to Castle Camps C of E (VC) Primary School

Please circle your payment preference so that the Payment Card can be made out appropriately.

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Signed: ……..

Print Name: …….

Dated: …….

Castle Camps C of E (VC) Primary School

Parent/Pupil Agreement – Kingswood West Runton 2015

Pupils are expected to prove to staff that they have earned the privilege to attend Kingswood. If this is in doubt at any time during the proceeding months, the Headteacher has the authority to withdraw any pupil from the group. The school will not be liable for any loss of monies and it will be the responsibility of the parents to negotiate with the company the possibility of any refunds. Cancellation charges will be a percentage of the total cost within 56 days before departure.

Parent Agreement

I have read and accepted the terms of this letter, and discussed them with my child. I understand the need for responsible behaviour on his/her part. Should it be the case that during the visit my child's behaviour is considered to be a risk to the enjoyment or safety of others, I understand that I will be contacted and expected to travel to West Runton to collect my child at my own expense.

Parent signature: _____

Print name: _____

Date: _____

Pupil Agreement

I have discussed this form with my parents and understand what is required of me, both prior to and during the visit to Kingswood.

I agree to:

- Try my best at all times
- Respect those around me
- Abide by the Centre's rules and regulations and to listen very carefully to all instructions during the visit
- Tell a member of the school staff if I am worried or have a problem

I understand that:

- I understand that attending Kingswood is a privilege and accept that poor behaviour in school will result in my exclusion from the visit.
- If I consistently break this agreement then my parents will be contacted and I may have to return home.

Signed: _____

Print name: _____

Date: _____