

SUTTON PRIMARY ACADEMY

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Dear Parents/Carers,

6th October 2016

This year, Year 5 will be going to London for their Residential trip for the second year running.

Our journey will begin on the 8th March 2016 when we will depart from school. The first stop is Harry Potter World. The children will then arrive at the accommodation where we will have an evening meal. We will be staying at YHA London Thameside.

On 9th March the children will visit the Tower of London and will take a boat trip down the Thames, as well as taking a flight on the London Eye. We will have an evening meal at the Youth Hostel and then we will watch a West End show.

On 10th March we will leave our accommodation and visit The Natural History Museum before returning to school.

All food, drinks, accommodation, tickets and insurance are included in the price. Children will be provided with a packed lunch at lunchtimes.

The trip has been booked through The School Travel Company who are a well-known educational tour operator. They make safety on a school trip first priority. The accommodation and coaches they use are safety audited on a regular basis to the highest standards – they are assured members of the School Travel Forum and comply with their code and practice.

This trip is limited to 110 places across the Federation and will be awarded on a first come, first served basis. Please ensure prompt payment of your deposit.

Further information will follow once all deposits have been collected.

The cost of the trip is **£250** and this will be due as follows;

A **£50** Deposit is due on or before **14th October 2016**. **Please return this with the slip overleaf. Payments MUST be in a sealed envelope with child's name, class, amount enclosed and name of the trip. This deposit is non-refundable.**

A further **£100 is due by Friday 9th December 2016**. £70 of this would be retained by the Tour Company if your child decides not to go at this point. The remaining balance of **£100 is due by Friday 3rd February 2017**.

Any cancellations within 10 weeks of departure would result in the company retaining a percentage of the cost. Please see the following statement.

"If you choose to withdraw your child from the trip and we are unable to find a suitable replacement for their place then the following cancellation charges will apply:

More than 10 weeks before departure: School Travel Company will retain first and second deposits per paying person cancelling.

69-22 days before departure: they retain 75% of the full price per paying person cancelling.

21 days or less: they retain 100% of the full price per paying person cancelling."

Yours sincerely

Year 5 teachers

*Please delete accordingly:

I would/would not like my child _____ (name) in class ____
to participate in the London Residential trip 2017.

I enclose the non-returnable deposit of £50 by Friday 14th October 2016.

I have read and understood the terms of payment and cancellation charges.

Signed _____
Parent/Carer

Date _____

For families on a very low income, we may be able to arrange external funding to cover part of the cost. Please discuss this with either the class teacher or Mrs Blackburne and applications must be made in writing to N.Jones (Finance Manager) by Friday 14th October 2016.