



## Headteacher

Mr Richard Catchpole BSc (Hons) PGCE NPQH

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Friday 30<sup>th</sup> April 2021

Dear Year 5 Parent/Carer

### Re: Year 6 Residential Trip to PGL Windmill Hill, East Sussex - Monday 20<sup>th</sup> to Friday 24<sup>th</sup> September 2021

We thank you for your patience with regards to receiving information about the Windmill Hill residential trip. As communicated with you in our last letter/email in the Autumn term, due to the Covid situation we were awaiting confirmation from the Government and PGL as to if, and when, school residential trips would be able to start running again.

We are now delighted to confirm this trip will go ahead and, unless the Government roadmap changes anything, we fully intend to go. We are now in the process of putting all the things in place we need to organize this trip. The centre is very well equipped to run these residential trips/activities safely and follows strict Health and Safety guidelines which will be additionally enhanced to follow risk assessments/Covid guidelines in line with Government regulations. We also do our own risk assessment ahead of the trip and will ensure Covid guidelines (eg. bubbles) are followed.

#### Payments:

Just to remind you the total cost for the residential is £395.00. Many of you have already paid a significant part of this total cost. Thank you to those who have already paid their balances in full - there will be no further action for you at this time.

In order for us to fulfill our financial obligations with PGL for this Windmill Hill trip, we are now requesting that for those who have balances remaining, please can you **settle outstanding monies owing on your Parentmail account by Friday 11th June in line with the payment schedule**. This is so that we are able to pay the final balance by the deadline PGL have given us. Please note PGL have their 'Covid Promise' in place re payments. We appreciate this is a tight deadline, and if this presents a financial problem to you then please contact Mr Catchpole. If you are unsure how many installments are due, or have any further queries regarding payment, then please contact Mrs Vaz in the School Office. Thank you for your attention to this matter.

A Kit List and Personal Contact and Medical Details\*\* Form will be sent out for completion after the half-term holiday. In the meantime please can you complete and **return the consent slip below either via email or the class teacher by Thursday 27<sup>th</sup> May 2021** for our records. Details about a pre-trip information presentation will be also sent to you in due course after the half-term holiday.

If you have any queries, please do not hesitate to contact us by email to our trip leaders Mr Evans and Miss Mistry, or to myself ([head@busbridge-junior.surrey.sch.uk](mailto:head@busbridge-junior.surrey.sch.uk)).

Yours faithfully

**Mr Richard Catchpole (Headteacher)**

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### Year 6 Residential Trip to PGL Windmill Hill, East Sussex - Monday 20<sup>th</sup> to Friday 24<sup>th</sup> September 2021

**Child's Name**..... **Class**.....

I give permission for my child to take part in the PGL Windmill Hill residential trip & to travel by coach YES / NO

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed YES / NO

I understand that those supervising the visit are in loco parentis and must exercise a standard of care that would be expected of a reasonably prudent parent YES / NO

I certify that so far as I am aware my child is medically fit\*\* to undertake this trip and associated activities and there are no known health reasons why he/she should not do so. (*\*\*Please give details on the medical form if your child suffers from any medical condition of which, whilst not affecting his/her ability to undertake this trip, you consider the Party Leader should be aware of*) YES / NO

I consent to any emergency medical treatment necessary during the course of the trip, and sharing my child's details with relevant medical personnel if required and with PGL Windmill Hill YES / NO

I give consent for my child to have their photograph taken on this trip for use on the school website and school newsletter. You can withdraw this consent at any time. YES / NO

**Parent/Carer (please print name):**.....

**Signed**..... **(Parent/Carer) Date**.....