

16th October 2018

Dear Parents,

Manor Adventure Activity Course

Thank you for your response to our residential visit to Manor Adventure in Shropshire from Monday 24th June to Friday 28th June 2019. I am writing to confirm that a place for your child has now been booked.

The total cost of the five day visit will be £400 per pupil. This is made up of a charge of £182 for board and lodgings at the activity centre; a voluntary contribution of £189 for the cost of the activities whilst on the residential visit, and a voluntary contribution of £29 for the cost of transportation to and from the activity centre. As an initial deposit of £50 has been paid already an additional payment of £350 will now need to be paid by Friday 8th March 2019.

The remaining contribution can either be paid in full or in instalments (*please make cheques payable to H.C.C.*). Payments may also be made using our on-line payment system. If you decide to pay by instalments, we suggest the following dates and amounts:

By Friday 30 th November 2018	£100
By Friday 1 st February 2019	£100
By Friday 8 th March 2019	£150

You can, however, pay any amount at any time as long as the full balance is paid by Friday 8th March 2019. Although if you wish to discuss an extension of the payment period, please contact Mrs Dunn in confidence.

The attached agreement, indicating how you would prefer to pay for the cost of the visit, must be completed and returned by Friday 2nd November. Unfortunately, if payments are not made, including voluntary contributions, it will not be financially possible for the school to proceed with the activity course and the residential visit would have to be cancelled.

Yours sincerely

Mr P.Wade

MANOR ADVENTURE AGREEMENT

Child's name

Class

I would like my son / daughter to take part in the residential visit to Manor Adventure from Monday 24th June to Friday 28th June 2019.

I understand the total cost of the trip is £400. This is made up of a charge of £182 for board and lodgings and a voluntary contribution of £218 for the cost of the activities, whilst on the residential visit, and the cost of transportation to and from the activity centre. I understand that if not enough voluntary contributions are received, the trip will have to be cancelled as school funds are unable to support this.

Having already paid an initial £50 deposit, I agree to pay the remaining balance of £350 by Friday 8th March 2019.

- I intend to make my payment **in full / in instalments** by Friday 8th March 2019.
- I intend to make my payment using the on-line payment system. Yes / No

(please delete as appropriate)

I understand that in returning this form I am asking the school to book travel arrangements for my son / daughter. I acknowledge that in the event of cancelling my child's place, I will not be entitled to a refund of the deposit paid and that I will remain liable for the payment of board and lodgings. I also acknowledge that a full refund will only be given if a doctor's note is provided, stating they are unable to participate.

Signed Parent / Guardian

Name Date