

Merton Junior School

Headteacher: Mrs K Reading BA (Hons)

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24th September 2018

Dear Parents / Carers,

Year 5 and Year 6 Residential Trip 2019

The Upper School residential trip for the next academic year has been booked for Friday 14th June 2019 to Monday 17th June 2019. The total cost for the trip will be £205. We are going to return to the PGL site at Windmill Hill which can be viewed at:

<http://www.pgl.co.uk/en-gb/school-trips/primary-schools/centres/windmill-hill>

Please note in order to keep costs to a minimum, bedding is not included in the price. Children will need to bring their own sleeping bag and pillow.

If you would like your child to attend please complete and return the slip below with a deposit of £30. Bookings will be accepted from 8.30am on Friday 28th September. **Places are allocated on a first come first served basis.** Please ensure your child does wish to attend as the deposit is **non-refundable even if we manage to sell the space on.** If you would like your child to attend and you require more time to make the deposit payment please speak to the office.

Please see the following terms below:

Payments

A total of £75 (including deposit) will need to be paid by 31st December 2018, a further £65 by 28th February 2019 and the final balance of £65 is required by 31st March 2019. **If the instalments are not paid by the dates given you will be at risk of losing your child's place on the trip.** Any amount of money can be paid in between these times. If you are registered to use online payments you can even continue with your instalments during the school holidays. If you require a letter to enable you to register please contact the office.

Please be aware that we have to pay in full for the places at the end of March 2019. If you withdraw your child after this date full payment will still be payable.

Deposits will be refunded if there is not enough interest in the trip and we have to cancel, however this is unlikely as it has always proved to be very popular.

Refunds

In the event of your child / children leaving our school or decides they no longer wish to attend. If you have paid the deposit, and have paid further instalments, we will offer the place to other families. The deposit will remain non-refundable and any other payments made will only be refunded when the replacement child / children have paid sufficient money to cover the instalments made by yourself.

If we are not able to sell the place on, the following will apply:

Cancellation before 31/3/2019 – The initial deposit of £30 plus the coach element of £16.50 will not be refunded (total of £46.50). Any remaining payments made will be refunded. The refund may not be immediate

as we do not hold cash on the premises and are unable to refund via the Online Payment System. We will refund you as soon as possible.

Cancellation after 31/3/2019 – By this point we would have paid PGL in full and are unable to adjust the number of children attending. Therefore full payment will still be required.

The above conditions also apply if the school removes your child from the residential trip due to behaviour issues.

For any other cancellation due to accidents or emergencies a claim can be made to Hampshire County Council. The current insurance document can be viewed at:

<http://documents.hants.gov.uk/education/HampshireCountyCouncil-FullInsuranceDocument2018-2019.pdf>

If you have any questions please do not hesitate to contact the office.

Yours sincerely

Mrs K Reading
Interim Headteacher

Windmill Hill Residential 14th – 17th June 2019

Child's NameClass.....

I would like my child to attend the Windmill Hill Residential trip on 14th June 2019 and enclose a **non refundable** deposit of £30.00. / have paid £30 online.

I understand that the following payments become due :

- £30 deposit due immediately.
- £45 due by 31st December 2018
- £65 due by 28th February 2019
- £65 due by 31st March 2019

If I am going to have difficulty meeting the arranged payments, I will speak to the school office in confidence.

I have read and understood the terms detailed in this letter.

I understand that the £30 deposit is not refundable in any instance.

Signed Dated

Name (please print).....