2nd November 2015

Dear Parents / Guardians,

**RE: Residential Trip at the Kingswood Centre, Staffordshire**

**Tuesday 3rd May 2016 to Wednesday 4th May 2016.**

Thank you for your deposits of £25 per pupil for the above trip.

*The next payment of* ***£55*** *per pupil is required by* ***Friday 11th December 2015.***

The total cost of the trip is £105 per pupil so the remaining balance will be £25.

This will be due in February 2016.

Please note any payments are non-refundable. In fact, Kingswood inform us that charges will be applied when places are cancelled

To comply with child/adult ratio regulations, we are in need of parents to accompany us on the trip. We have no male members of staff so are relying on some dads to come forward. You will not incur any cost and will accompany a small group of children as they take part in activities. Please let your child’s class teacher know as soon as possible if you are in a position to help. We would be really grateful.

We will be arranging a meeting closer to the trip to present to you in more detail the itinerary for both days. In the meantime, if you wish to find out more about the ethos of Kingswood, their programmes and safety information please visit [www.kingswood.co.uk](http://www.kingswood.co.uk).

Many Thanks

Mrs. Armstrong Miss Edwards Mrs. Millar and Mrs. Stokes

(Year 3/4 class teachers)