



WEST LYNN PRIMARY SCHOOL

St Peters Road, West Lynn,
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Executive Headteacher: Ms J. Borley

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20th March 2024

Dear Parents and Carers,

We have provisionally booked a residential trip for our current Year 5 cohort, who will be in Year 6 in September 2024, to Hilltop Outdoor Centre in Sheringham. The Education Centre is set in 26 acres of picturesque woodlands overlooking the coast and will offer the children many different exciting opportunities such as climbing walls, a high ropes course, zip wires, archery and an air jump amongst other things. Further details regarding what they offer can be found on their website:

<https://www.hilltopoutdoorcentre.co.uk>

The trip has been booked from **Sunday 13th July** and we will return on **Wednesday 16th July 2025**. We expect the total cost of this 3 night stay will be **£418** per child. **This is an approximate cost as the final price is still to be confirmed.** This includes accommodation, activity sessions, transport and all meals except the packed lunch they will need to bring on their first day.

If assistance is required with the cost of this visit, please contact the school to obtain an application form for the school's Learner support fund. If insufficient contributions are raised to fund this trip, the school reserves the right to cancel this excursion.

We appreciate that this is a large sum to pay out in one go and therefore we are offering a payment plan which can be made via ParentPay. The full amount must be paid by **Monday 16th June 2025**.

Please note, the first payment must be made by the initial date to secure your booking.

We first need to know that you would be willing to agree to your child coming on this residential trip. This price is based on all children attending. Sadly if anyone drops out the price may go up. If you would like your child to join in this once in a lifetime adventure, please fill in the form on the next page and return to the school as soon as possible.

Thank you for your continued support.

Mrs. J. Borley
Executive Headteacher



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Academies Trust**



Payment Plan

We appreciate that there is a significant cost to this trip, in an attempt to make this as accessible as possible, we have arranged for the following instalment plan to be available:

Date due	Amount	Balance due
26.04.2024	£38.00 (non-refundable deposit)	£380.00
24.05.2024	£30.00	£350.00
28.06.2024	£30.00	£320.00
19.07.2024	£30.00	£290.00
30.09.2024	£30.00	£260.00
24.10.2024	£30.00	£230.00
29.11.2024	£30.00	£200.00
20.12.2024	£30.00	£170.00
31.01.2025	£30.00	£140.00
28.02.2025	£30.00	£110.00
31.03.2025	£30.00	£80.00
30.04.2025	£30.00	£50.00
23.05.2025	£30.00	£20.00
16.06.2025	£20.00	£0

If you would like to take the opportunity to pay by instalments, please ensure that your instalment has been paid by the due date, a missed payment could lead to the trip being withdrawn.

While every effort has been made to ensure that the cost of this trip is accurately reflected in the price quoted, the school does reserve the right to amend costs or withdraw the trip should there be insufficient uptake in student numbers, or insufficient voluntary contributions received. On the rare occasion that prices do need to change this will be communicated to you BEFORE your deposit/first instalment is committed and becomes non-refundable.

In the event your child is unable to attend or you subsequently fail to make any payments, any instalments paid to date will be non-refundable* (unless a suitable replacement can be found to take your child's place). *Except in the event of a medical condition preventing participation. In these circumstances a claim should be made to the schools travel insurer, please contact the school directly and they will assist with your claim (please note confirmation from your doctor will be required).

If you wish your child to attend and pay by instalments, please complete and return this slip form by 26th April 2024.

Enter Trip Name – Hilltop 2025

Enter Trip Date – Sunday 13th to Wednesday 16th July 2025

Student Name:..... Year 5

I will arrange for payment of **£418** to be paid via ParentPay in accordance with the above instalment plan. I understand that should my child be unable to attend this trip the deposit will be non-refundable. Where contributions for a trip are via an agreed instalment plan, I acknowledge that I will only be refunded if a suitable replacement can be found to take my child's place.

Signed _____ Date _____

Parent/Carer Name: _____