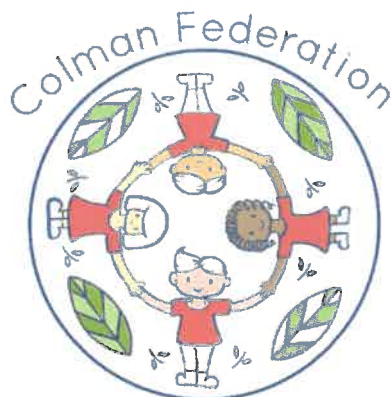


Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Catherine Wright
Headteacher

July 2023

Dear Parent/Carer

Year 4 Residential Trip to Hilltop Wednesday 24th April to Friday 26th April 2024

The Trip

Following successful visits by Year 4 over previous years we are looking forward to taking a group of Year 4 to Hilltop, North Norfolk for three days and two nights. This will be a fantastic opportunity for children to take up challenges and form strong bonds with peers and staff. The themes of responsibility, team-work and co-operation will be strongly promoted and we hope that as many pupils as possible will take part.

The centre offers a range of activities including rope courses, zip wires, bush craft, archery, cycling and many more. Activities do vary and details of exactly what we will be doing will be made clear nearer the time. More information on activities can be found on the Hilltop website

www.hilltopoutdoorcentre.co.uk

Accommodation is in separate male and female dormitories with separate blocks for showers and toilets. Meals will be provided, with special dietary requirements catered for.

The Cost

The cost of the trip is £240.00 This covers transport, educational activities, board, lodging and insurance. Payments can be made in five instalments:

- £50 deposit by Friday 15th September 2023
- £60 by Tuesday 31st October 2023
- £65 by Thursday 30th November 2023
- £65 by Thursday 1st February 2024.

Our preferred payment method either ParentPay, or card payment using the chip and pin/contactless machine in the School Office Reception. We are happy to accept cash or cheques as well, (cheques made payable to Colman Federation), but please make sure this is handed directly to the school office where you will get a receipt for cash. We cannot accept responsibility for payments that are not handed to directly to the office to be receipted.

Support with Funding

Please contact Anguish Educational Foundation if you need help funding the trip. Parents will need to make an application directly and we recommend that this is done as soon as possible in order to secure financial assistance. Any queries around funding please contact the school.

"If your household has a low income, (for example, you may be receiving benefits), you may be eligible for a grant which could cover most of the cost of the trip from Anguish's Educational Foundation. To enquire about this possibility, please ring them on 01603 621023 or e-mail info@norwichcharitabletrusts.org.uk as soon as possible, do not delay, late applications may not be processed in time.

All deposits are non-refundable (unless the trip is fully funded by Anguish Educational Foundation). We are only able to give refunds for the rest of the instalment payments (i.e. if your child changes their mind about the trip), at the discretion of the Headteacher before the end of January 2024. After this date, the school is not able to change the final numbers of the trip. If the trip is cancelled by the school refunds will be given including the deposit. If your child is ill and is not able to attend the trip (subject to medical verification by a GP letter), then the school's travel insurance will refund you.

We will be more than happy to discuss the trip if you require further information. A meeting for parents will be arranged closer to the date and further information will follow.

Yours faithfully

Mrs Kinna and Mr Burdett
New Year 4 Teachers

THIS FORM MUST BE RETURNED TO CONFIRM YOUR CHILD'S PLACE

**To: School Office please return by Friday 15th September 2023
Year 4 Residential Visit to Hilltop**

I wish for my child to attend the Year 4 Residential Trip to Hilltop, please reserve a place for the Hilltop residential trip from.

Name of Child

Class

Please tick all that apply:

- I enclose the deposit of £50 cash/cheque. Please bring this direct to the School Office.
- I have already uploaded £50 on my child's ParentPay account.
- I have paid £50 via card machine at the School Office. Please come to the School Office*

I have read and I understand that all deposits are non-refundable. I understand that if my child changes their mind, I will not be given a refund after 31st January 2024 as per guidance in the letter.

Signed..... Parent/Carer

Date

Office Use Only (circle and sign with date processed/checked):

ParentPay

Cash/Cheque

Card Machine