

22<sup>nd</sup> September 2023

Dear Parent/ Carer,

**YEAR FIVE: YORK RESIDENTIAL TRIP - 12<sup>th</sup> -15<sup>th</sup> February 2024**

The second instalment of the York residential visit will be available to pay on Arbor today. The amount due is £130 by 30<sup>th</sup> October 2023.

The final stage payment will be due by 1<sup>st</sup> December 2023, and we will be able to advise the amount closer to the time. As previously advised, the total maximum cost for this trip will be £295 but we hope to be able to reduce this once all costs become clearer.

Payment can be made in instalments. If you wish to do so, please request a Savings Card from the school office when you send in your first payment.

If you foresee problems in making payments, please do speak to the school office. We may be able to offer further help on a case by case basis.

Should we have any concerns about your child's behaviour, we will contact you to discuss their place on trips. We reserve the right not to take any student, whose behaviour is considered in any way antisocial or unsafe. The Academy is required to undertake a risk assessment for all trips and visits. We cannot allow any student to take part in an activity unless any risk involved is assessed as being low. Details of the trips and our expectations will be conveyed to students via assemblies and during class time.

Yours sincerely,

**Angela Connor**  
**Head of Year Five**

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**YEAR FIVE YORK RESIDENTIAL TRIP 2024**

**Please return to your child's class teacher by Monday 30<sup>th</sup> October 2023, if you are paying by cash or cheque. If you are paying on-line, then please tick the consent box and you will NOT need to return this slip.**

Child's Name: ..... Class: .....

- ☐ I enclose the second stage payment of the Year Five Residential Visit and enclose cash/cheque in the amount of £130.
- ☐ I have paid the instalment via Arbor

Signed: ..... (Parent/Carer) Date: .....