



Process for a Residential Trip/Visit

For all paid residential trips and visits, the following time scales will be followed:

- At least **four months** before the residential trip/visit, a letter will be sent out to all parents/carers who have a child eligible to attend regarding a parent/carer information meeting the trip/visit. The total cost of the trip/visit will be included in this initial letter.
- At least **three months** before the residential trip/visit the parent/carer information meeting will take place. Parents/carers present at the meeting will receive:
 - a residential trip/visit agreement letter – **see Appendix 6 – Appendix 9.**
 - an information sheet outlining the main bullet pointed information regarding the trip/visit.
 - a medical form to complete.

For some residential trips/visits, additional information may be provided.

Parents/carers who are unable to attend the parents/carers meeting will receive any information on the following day.

- At least **one month** before the residential trip/visit, an information meeting for the children will take place with all staff attending the residential trip/visit present.

Cancellation of place on a paid Residential Trip/Visit

It is our view that residential trips/visits should be an essential part of every child's life. They provide the children with an opportunity to spend some time away from home, in a different environment and can support children in their development of relationships with others. These shared experiences can form the start of lifelong friendships.

Our school budget is used to financially support all residential trips/visits at St. George's Central CE Primary School and Nursery. Parents/carers with children entitled to free school meals could be eligible for a subsidy. If you feel that you may be entitled to some sort of subsidy in relation to one of our residential trips/visits, we ask that you contact our School Business Manager, Mrs Smith at the earliest opportunity, either by phone, letter or appointment. You may rest assured that all information will be treated in confidence.

Parents/carers must notify school in writing should they wish to cancel their child's place on a residential trip/visit. Before any child's place on a residential trip/visit is cancelled, a meeting will take place with **parents/carers, the child and Mr Grogan.**

After the meeting, should a place on a residential trip/visit be formally cancelled by parents/carers, then the following charges will apply:

- Where notice of cancellation is received by school **over 60 days prior to the residential**, the cancellation fee shall be the deposit (£30).
- Where notice of cancellation is received by school **within 60 – 31 days of the scheduled residential**, the cancellation fee shall be 50% of the total cost.
- Where notice of cancellation is received by school **within 30 – 8 days of the scheduled residential**, the cancellation fee shall be 75% of the total cost.
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- Where notice of cancellation is received by school **within 7 days of the scheduled residential**, the cancellation fee shall be 100% of the total cost.

Children will naturally feel a lot of emotions in the build up to, and whilst attending a school residential trip/visit – this is to be expected. The earlier children have these experiences in their life, the more confident they will be, and this will help them excel in the future.

Dear parents/carers,

We are planning to take our Year 3 children on a weekend residential trip to _____, from _____ to _____. Over the course of the weekend the children will be involved in a wide range of exciting, outdoor and adventurous activities under the supervision of trained instructors as well as staff from school. I am sure you will agree that this is an opportunity not to be missed.

The total cost of the trip will be _____

A paying-in card will be given to you once your child has secured their place – this will enable you to pay in regular instalments should this be more convenient to you. Payments can also be made online. All payments must be made before the date of the residential.

Parents/carers with children entitled to free school meals could be eligible for a subsidy. If you feel that you may be entitled to some sort of subsidy in relation to this proposed visit, I would appreciate it if you could contact Mrs Smith, either by phone, letter or appointment. You may rest assured that all information will be treated in confidence.

If you would like your child to attend this trip please return the slip below with a deposit of **£30 in an envelope, or online, by _____**. Children's places on this trip will be confirmed when all deposits have been collected.

After having paid the deposit for the residential trip/visit, should you wish to cancel your child's place you must notify school in writing and a meeting will be arranged with **parents/carers, the child and Mr Grogan**.

After the meeting, should a place on a residential trip/visit be formally cancelled by parents/carers, then the following charges will apply:

- Where notice of cancellation is received by school **over 60 days prior to the residential**, the cancellation fee shall be the deposit (£30).
- Where notice of cancellation is received by school **within 60 – 31 days of the scheduled residential**, the cancellation fee shall be 50% of the total cost.
- Where notice of cancellation is received by school **within 30 – 8 days of the scheduled residential**, the cancellation fee shall be 75% of the total cost.
- Where notice of cancellation is received by school **within 7 days of the scheduled residential**, the cancellation fee shall be 100% of the total cost.

Children will naturally feel a lot of emotions in the build up to, and whilst attending a school residential trip/visit – this is to be expected. The earlier children have these experiences in their life, the more confident they will be, and this will help them excel in the future.

Should you have any questions in the meantime, please do not hesitate to contact me in school.

Yours sincerely



Mr M Grogan, Headteacher

Year 3 Residential Trip to _____ (_____)

I would like my child _____ in class _____ to take part in the residential trip to _____ in _____.

I enclose a deposit of £30

I have paid £30 online

I confirm that I have read and understood the financial charges above and I agree to pay the amounts required should I wish to cancel my child's place.

Printed name _____ Signed _____

To confirm your child's place on this trip, a £30 payment must be received by _____.

Dear parents/carers,

We are planning to take our Year 4 children on a four day, three night residential trip to _____, from _____ to _____. Over the course of the week the children will be involved in a wide range of exciting, outdoor and adventurous activities under the supervision of trained instructors as well as staff from school. I am sure you will agree that this is an opportunity not to be missed.

The total cost of the trip will be _____

A paying-in card will be given to you once your child has secured their place – this will enable you to pay in regular instalments should this be more convenient to you. Payments can also be made online. All payments must be made before the date of the residential.

Parents/carers with children entitled to free school meals could be eligible for a subsidy. If you feel that you may be entitled to some sort of subsidy in relation to this proposed visit, I would appreciate it if you could contact Mrs Smith, either by phone, letter or appointment. You may rest assured that all information will be treated in confidence.

If you would like your child to attend this trip please return the slip below with a deposit of **£30 in an envelope, or online, by _____**. Children's places on this trip will be confirmed when all deposits have been collected.

After having paid the deposit for the residential trip/visit, should you wish to cancel your child's place you must notify school in writing and a meeting will be arranged with **parents/carers, the child and Mr Grogan**.

After the meeting, should a place on a residential trip/visit be formally cancelled by parents/carers, then the following charges will apply:

- Where notice of cancellation is received by school **over 60 days prior to the residential**, the cancellation fee shall be the deposit (£30).
- Where notice of cancellation is received by school **within 60 – 31 days of the scheduled residential**, the cancellation fee shall be 50% of the total cost.
- Where notice of cancellation is received by school **within 30 – 8 days of the scheduled residential**, the cancellation fee shall be 75% of the total cost.
- Where notice of cancellation is received by school **within 7 days of the scheduled residential**, the cancellation fee shall be 100% of the total cost.

Children will naturally feel a lot of emotions in the build up to, and whilst attending a school residential trip/visit – this is to be expected. The earlier children have these experiences in their life, the more confident they will be, and this will help them excel in the future.

Should you have any questions in the meantime, please do not hesitate to contact me in school.

Yours sincerely



Mr M Grogan, Headteacher

Year 4 Residential Trip to _____ (_____)

I would like my child _____ in class _____ to take part in the residential trip to _____ in _____.

I enclose a deposit of £30

I have paid £30 online

I confirm that I have read and understood the financial charges above and I agree to pay the amounts required should I wish to cancel my child's place.

Printed name _____ Signed _____

To confirm your child's place on this trip, a £30 payment must be received by _____.

Dear parents/carers,

We are planning to take our Year 5 children on a five day, four night residential trip to _____, from _____ to _____. Over the course of the week the children will be involved in a wide range of exciting, outdoor and adventurous activities under the supervision of trained instructors as well as staff from school. I am sure you will agree that this is an opportunity not to be missed.

The total cost of the trip will be _____

A paying-in card will be given to you once your child has secured their place – this will enable you to pay in regular instalments should this be more convenient to you. Payments can also be made online. All payments must be made before the date of the residential.

Parents/carers with children entitled to free school meals could be eligible for a subsidy. If you feel that you may be entitled to some sort of subsidy in relation to this proposed visit, I would appreciate it if you could contact Mrs Smith, either by phone, letter or appointment. You may rest assured that all information will be treated in confidence.

If you would like your child to attend this trip please return the slip below with a deposit of **£30 in an envelope, or online, by _____**. Children's places on this trip will be confirmed when all deposits have been collected.

After having paid the deposit for the residential trip/visit, should you wish to cancel your child's place you must notify school in writing and a meeting will be arranged with **parents/carers, the child and Mr Grogan**.

After the meeting, should a place on a residential trip/visit be formally cancelled by parents/carers, then the following charges will apply:

- Where notice of cancellation is received by school **over 60 days prior to the residential**, the cancellation fee shall be the deposit (£30).
- Where notice of cancellation is received by school **within 60 – 31 days of the scheduled residential**, the cancellation fee shall be 50% of the total cost.
- Where notice of cancellation is received by school **within 30 – 8 days of the scheduled residential**, the cancellation fee shall be 75% of the total cost.
- Where notice of cancellation is received by school **within 7 days of the scheduled residential**, the cancellation fee shall be 100% of the total cost.

Children will naturally feel a lot of emotions in the build up to, and whilst attending a school residential trip/visit – this is to be expected. The earlier children have these experiences in their life, the more confident they will be, and this will help them excel in the future.

Should you have any questions in the meantime, please do not hesitate to contact me in school.

Yours sincerely



Mr M Grogan, Headteacher

Year 5 Residential Trip to _____ (_____)

I would like my child _____ in class _____ to take part in the residential trip to _____ in _____.

I enclose a deposit of £30

I have paid £30 online

I confirm that I have read and understood the financial charges above and I agree to pay the amounts required should I wish to cancel my child's place.

Printed name _____ Signed _____

To confirm your child's place on this trip, a £30 payment must be received by _____.

Dear parents/carers,

We are planning to take our Year 6 children on a two day, one night residential trip to _____, from _____ to _____. Over the course of the two days the children will be involved in various experiences in our capital city under the supervision of our staff from school. I am sure you will agree that this is an opportunity not to be missed.

The total cost of the trip will be _____

A paying-in card will be given to you once your child has secured their place – this will enable you to pay in regular instalments should this be more convenient to you. Payments can also be made online. All payments must be made before the date of the residential.

Parents/carers with children entitled to free school meals could be eligible for a subsidy. If you feel that you may be entitled to some sort of subsidy in relation to this proposed visit, I would appreciate it if you could contact Mrs Smith, either by phone, letter or appointment. You may rest assured that all information will be treated in confidence.

If you would like your child to attend this trip please return the slip below with a deposit of **£30 in an envelope, or online, by _____**. Children's places on this trip will be confirmed when all deposits have been collected.

After having paid the deposit for the residential trip/visit, should you wish to cancel your child's place you must notify school in writing and a meeting will be arranged with **parents/carers, the child and Mr Grogan**.

After the meeting, should a place on a residential trip/visit be formally cancelled by parents/carers, then the following charges will apply:

- Where notice of cancellation is received by school **over 60 days prior to the residential**, the cancellation fee shall be the deposit (£30).
- Where notice of cancellation is received by school **within 60 – 31 days of the scheduled residential**, the cancellation fee shall be 50% of the total cost.
- Where notice of cancellation is received by school **within 30 – 8 days of the scheduled residential**, the cancellation fee shall be 75% of the total cost.
- Where notice of cancellation is received by school **within 7 days of the scheduled residential**, the cancellation fee shall be 100% of the total cost.

Children will naturally feel a lot of emotions in the build up to, and whilst attending a school residential trip/visit – this is to be expected. The earlier children have these experiences in their life, the more confident they will be, and this will help them excel in the future.

Should you have any questions in the meantime, please do not hesitate to contact me in school.

Yours sincerely



Mr M Grogan, Headteacher

Year 6 Residential Trip to _____ (_____)

I would like my child _____ in class _____ to take part in the residential trip to _____ in _____.

I enclose a deposit of £30

I have paid £30 online

I confirm that I have read and understood the financial charges above and I agree to pay the amounts required should I wish to cancel my child's place.

Printed name _____ Signed _____

To confirm your child's place on this trip, a £30 payment must be received by _____