

Headteacher: Mr Paul Henery

Acle St Edmund C of E Primary School  
Fletcher Way, Acle, Norwich, NR13 3RQ  
Tel: 01493 750322 Fax No: 01493 750600

E-mail: [office@acleprimary.norfolk.sch.uk](mailto:office@acleprimary.norfolk.sch.uk)



5 November 2019

Dear Parents

### **How Hill Residential - Wednesday 13-Friday 15 May 2020**

I do hope that those of you who attended the meeting about the proposed How Hill field trip for Year 3 pupils found it informative and helpful. For those of you unable to attend, the PowerPoint we used at the meeting has been put on the school website (Parents – School trips).

We very much hope to take our year 3 pupils to How Hill in the summer term, to have an exciting and enriching curriculum experience away from home, within the beautiful and peaceful setting of How Hill, in the heart of the Broads.

The group leader will be Ms Margerum. Other staff, including a first aider, will also be accompanying the children, (with additional support for pupils with particular needs). The ratio of adults to children will be well within the county guidelines for field trips of this sort. We shall give you further details about the staffing arrangements nearer the time, once this is finalised.

### **Choice of How Hill Broads Study Centre:**

We have had many successful trips to How Hill for a number of years for the following reasons.

- The highly experienced staff are very enthusiastic, positive and friendly towards the pupils and always encourage them to participate fully in all the practical work
- A beautiful location in Ludham overlooking the marshes and the River Ant
- How Hill is a very safe environment for children, with an excellent safety record
- We will have sole use of the centre
- The trip enhances our curriculum, particularly science, sustainability and geography, and provides a variety of team work opportunities
- The trip will enable the children to learn from, and about, their local area – through practical activities



**How much will the trip cost?** The full cost to parents is **£138.00** which includes transport to and from the centre, accommodation, meals and all activities.

Payment for board and lodging for a residential trip is compulsory, with the balance funded entirely on voluntary contributions from parents. If there are insufficient voluntary contributions made towards the cost of the trip, it may have to be cancelled, as any shortfall would need to be covered from the school budget.

Parents, whose children are eligible for free school meals, will be entitled to free board and lodging during the trip (this is subsidised by the Pupil Premium - additional funding which is received from the government for those children). The remaining cost of the trip is £43 for those parents. This will be sought from voluntary contributions. If this applies to you, please speak to Mrs Copsey regarding payments.

**Cancellation:** *Payment will be due in full unless the cancellation is made more than 6 weeks before the trip date, as **we will have to confirm final numbers and pay the amount due to How Hill by this date.** Any notice of cancellation must be made in writing. If cancellation is due to illness or incapacity, a refund can usually be made upon receipt of a Doctor's certificate and by completion of a claim form to enable you to claim on the school's insurance.*

We now need to know exactly how many pupils we shall be taking in May and the commitment of parents towards the trip. **\*Please return the slip below by Friday 15 November with a deposit of £25** In order to help parents we are arranging to spread payments over the next few months and are recommending parents pay in instalments by the following dates:

By 1 Feb 2020 - £38

By 1 March 2020- £38

By 1 April 2020 - £37

However, parents are welcome to pay their contribution whenever they wish, or in smaller instalments, as long as the final amount is received **NO LATER THAN MONDAY 1 APRIL 2020**

If you do not wish to pay in instalments, please let Mrs Copsey know so that she can mark her records.

If you have any further questions regarding the trip, please do come in and see Ms Margerum.

Yours faithfully

Mr Henery



**P.S. Please return the slip even if your child is NOT going on the trip so that we can account for all children.**



**\*Please return this slip by FRIDAY NOVEMBER 15 - even if your child is NOT going on the trip, so that we can account for all children.**

**Reply Slip - HOW HILL Residential Trip, Year 3 Wednesday 13 – Friday 15 May 2020**

Child's Name ..... \* **will / will not** be attending the

**How Hill residential trip** (\*please delete as appropriate)

*Please tick the box(s) below*

I intend to make a payment of £138 for the full cost of the trip

I intend to make a contribution of £ ..... towards the cost of the trip (**min £95**)

I am in receipt of FREE SCHOOL MEALS and intend to make a voluntary contribution of £ .....

I enclose a deposit of £25 or

I have paid the £25 deposit online (**delete as applicable**)

Signed ..... (Parent / Guardian)

Please make cheques payable to Acle St Edmund Primary School and return in a sealed envelope marked HOW HILL to your child's class teacher or directly to the school Office. Cheques or payment online are our preferred method of payment for this trip.