Dear Parents/Carers,

School Journey to Felden Lodge - Hemel Hempstead, Herts

Further to the meeting held at the school recently here are further details for the Felden Lodge trip.

The school journey for the Year 6 classes to Felden Lodge has been planned for Monday 3rd to Friday 7th June for Waterloo Class and 10th to 14th June for Oxford Circus Class.

Felden Lodge is a Boys Brigade Headquarters near Hemel Hempstead, offering excellent facilities and providing a good base from which to follow a week of environmental studies in the area. Sleeping arrangements are in small twin bedded rooms. If you were unable to attend the meeting held by Mr Hurrion but wish to find out more about Felden Lodge please visit their website http://www.feldenlodge.co.uk. Alternatively, please feel free to make an appointment to see Mr Hurrion.

The week's activities will include: walks in the local area, a visit to Tring Zoological Museum and a day at Phasels Wood (a nearby activity centre).

The cost of this school journey will be £185.00 per child and will include board and lodging at Felden Lodge, travel expenses, entrance to Museums etc. Pocket money is not included and a limit on the amount to be taken will be notified later. A 'camp bank' for pocket money will operate during the school journey.

A school journey of this nature offers a unique educational and social experience and I hope your child will be able to participate. If you require any further details before making a decision, please do not hesitate to contact me at school.

To have secured a place for your child a deposit of £45.00 was required by the end of September. If you have not paid this but do want your child to attend this trip, then please ensure that you have completed the deposit payment by the end of this weekend.
Please complete and return the attached permission slip by Friday 9th November. **Even if your child is not attending, please ensure that you return the form with the appropriate box ticked.** If, in considering your child for this trip, you are doubtful because it would cause financial hardship, please come and talk to Mr Hurrion before you return the permission slip. **The payment options MUST be ticked before you return the form.**

Payment for the school journey should be at the following intervals:

Deposit of £45.00 by 30th September (to secure your child’s place); Further payments are then due as follows: You can pay the whole payment at once or at different intervals - these are just suggested dates.

- Payment of £35.00 by 30th November;
- Payment of £35.00 by 25th January 2019;
- Payment of £35.00 by 1st March 2019;
- Last Payment of £35.00 by 5th April 2019;

Payment can be made via Parent Pay ([www.parentpay.com](http://www.parentpay.com)) or at a paypoint outlet with a barcoded letter which is available from the office. If you are having any difficulty with the payments, please ensure that you make us aware of this. Whether you choose to pay in instalments or in one go THE FULL BALANCE MUST BE PAID BY 5th APRIL 2019 - this is because the school will have to pay the final balance at this time. Your child will not be allowed to travel unless the full/agreed cost of the trip has been made by this date and any payments already made will be non-refundable (unless there are exceptional circumstances). We have a duty to advise you that if not enough parents are willing to pay the total cost for this trip there is a possibility that it may have to be cancelled.

A kit list is also attached for your information. The medical form will be sent out shortly.

All parents/carers will be sent, in due course, details of the insurance cover for the trip provided by the authority.

Yours sincerely

RJHurrion

Roger Hurrion
PE Co-ordinator
School Journey to Felden Lodge - Hemel Hempstead, Herts

Please return to the school office by Friday 9th November.

* I WISH/DO NOT WISH* (* please delete as appropriate) my child to go on the Felden Lodge school journey in 2019.

* I am prepared to support this trip and pay the full cost. ☐

* I am unable to meet the total cost of the trip and, after speaking to Mrs Stace, I have agreed to pay the following amount £……………… ☐

* I have paid a deposit of £45.00 via parentpay/barcoded letter (this should have been paid by 30th September ) ☐

(Please tick the sentences that apply)

I UNDERSTAND THAT IF MY AGREED PAYMENTS ARE NOT COMPLETED BY 5th APRIL 2019 MY CHILD WILL NOT BE ALLOCATED A PLACE ON THE TRIP AND ANY PAYMENTS ALREADY MADE WILL BE NON-REFUNDABLE.

CHILD’S NAME: ........................................ CLASS........................

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