



Head Teacher:

Mrs Beth Atkinson

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14th March 2019

Dear Parent / Carer

Please could you complete the personal information form attached. This information will be sent to Robinwood, so that they are fully aware of your child's needs. Please write anything you wish the staff to know about your child on the reverse of the sheet, if you have not already mentioned it when completing the front of the form.

Should your child require medication during the trip, I will send home a risk assessment sheet and more information closer to the trip. Please return this information by Friday 29th March as I require the information to complete our Local Authority risk assessment.

I would also like to remind you of the payment plan as the full amount is due on the 5th April.

Non-refundable deposit of £10 by the 9th July 2018

Second Non-refundable deposit of £40 by 10th Sept 2018

A third payment of £50 by the 28th February 2019 (this will give a total of £100 paid)

Final payment of £147 by 5th April 2019 (6 weeks prior to the trip)

Pupil Premium Children pay 50%

I will be sending you an information letter with departure times, a kit list and other information at the start of next half term. If you have any questions in the meantime please do not hesitate to contact me at school.

Yours sincerely

Mrs Coverdale

Deputy Head

