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22<sup>nd</sup> December 2023

Dear Parent/Carer (Year 5)

**Year 5 Residential Visit to Robinwood Activity Centre, Todmorden**  
**Wednesday 15<sup>th</sup> May to Friday 17<sup>th</sup> May 2024**  
**Confirmation of Final Cost and Outstanding Balance**

We can now confirm that the **total cost** for the Year 5 residential visit to Robinwood Activity Centre is **£303.15**, which includes all meals and transportation. A full itinerary and activity list will be sent nearer the time.

The non-refundable deposit of £50.00 has already been paid.

**The balance of £253.15 is now due and may be paid online using ParentPay. You may pay in instalments up until the deadline of Wednesday 28<sup>th</sup> February 2024. ParentPay will show your reducing balance after each payment.** Please note, should you decide not to send your child once this payment has been made, this payment is non-refundable.

As I am sure you can appreciate, the visit would not be economically viable and therefore could not take place should these contributions fail to materialise. However, our policy is that no student should be discriminated against by virtue of his or her inability to pay. Parents in receipt of Income Support or a similar benefit should contact us in the knowledge that the matter will be dealt with in the strictest confidence.

Should you have any queries regarding the above visit, please call into the School Office to arrange a mutually convenient time to speak to the Year 5 staff.

Thank you for your continued support.

Yours sincerely

Catherine Burrell  
Head Teacher

Alison Oxtoby  
Executive Head Teacher