



Joy Lane Primary School

A Love of Learning, for Life, for All

Thursday 11th October 2018

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms D J Hines

Head of School: Mr M Ashley-Jones

Dear Parents & Carers of Pupils in Year 5

Residential Trip to Grosvenor Hall – Wednesday 27th March – Saturday 30th March 2019

Thank you for attending our Information Evening yesterday where we presented a Powerpoint giving a brief outline of our expected itinerary for the trip. For Parents and Carers who were unable to attend the meeting, further information can be obtained on the School's website and also from the Centre's website: www.kingswood.co.uk/centres/grosvenor-hall.

We will, of course, be having a further Information Meeting to share the final itinerary and schedule of events nearer the time.

In order to proceed with the arrangements and final booking, we are now asking Parents and Carers to provide a £65 deposit by card or a cheque payable to Joy Lane Primary School before Friday 19th October to secure a place. This will be deducted from the total cost of £185. Please see below a schedule of instalments:

INSTALMENT NUMBER	AMOUNT	DUE DATE
DEPOSIT (1)	£65	FRIDAY 19 th OCTOBER 2018
2	£65	FRIDAY 5 TH JANUARY 2019
3	£55	FRIDAY 1 ST FEBRUARY 2019

Instalments 2 and 3 can also be paid either by card, a cheque payable to 'Joy Lane Primary School' or via our on-line payment system. Please place any cheques in a named envelope marked 'Year 5 Residential'.

Unfortunately, refunds cannot be made if, for any reason, you decide to withdraw your child from the trip. Our agreement with the trip provider requires us to pay all instalments directly to them.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

M Ashley-Jones

Mr M Ashley-Jones
Head of School

Residential/GrosvenorHall/DepositLetter/Oct2018