

«Forename» «Surname»

«Year» «Reg»



Morgans Road, Hertford, Herts SG13 8DR

☎ 01992 582162 ☎ 01992 509499

✉ admin@morgans.herts.sch.uk

Headteacher: Mrs Sue Dutt B.Ed. M.A. Deputy Head: Mr Paul Miller BSc (Hons)

14th January 2011

Dear Parent

Cuffley Camp 14th - 17th June 2011

This year's residential trip to Cuffley Camp is booked for Tuesday 14th to Friday 17th June 2011.

Proposed Activities: Daylight photography, pond dipping, assault course, building a shelter, art in the environment, circus skills and problem solving.

The cost of this trip will be £120 per child which includes transport, accommodation, food and the use of facilities. In order to secure «Forename»'s place on this trip, please return the reply slip below together with a deposit of **£40 by Friday 11th February 2011.**

The proposed payment timetable for the balance of £80 will be £40 on 11th March and £40 on 8th April 2011. Alternatively if this suggestion does not suit your circumstances please come in and talk to Mrs Spicer, in the Finance Office, who can make suitable arrangements with you.

On the 9th February a new payment system will come into effect called Pay+. We are joining with Parentmail to give parents the option of paying for trips etc online. Full details of how to join this system will be sent out to every parent via a paper copy on 9th February, so if you feel you may wish to pay the deposit this way please wait until this date to do so.

We are aware that in the current economic climate school journeys may be difficult for some families to afford. If this is the case, please speak to Mrs Spicer, as soon as possible, as there are grants that can be applied for and ways that we may be able to help with spreading the cost. We also need to inform all parents that the cost may increase if the number of children who are able to take part is reduced.

In the case of cancellation due to illness, evidenced by a Doctor's Certificate, a refund can be made. If you cancel for any reason other than illness within eight weeks of the departure date of 14th June 2011, the trip must be paid for in full. The deposit is non-refundable in any event except for illness.

An information evening will be held during the summer term when full details of the trip, plus kit list etc. will be available. If you have any general queries before this meeting please speak to the class teacher.

Mr A Scarisbrick
Class Teachers

Mrs K Voss

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Cuffley Camp – 14th - 17th June 2011

Child's Name _____ Class _____

I would like my child to participate in the above visit and accept the cancellation conditions.

I enclose non-refundable deposit of £40.

I will pay the balance in two instalments as outlined above

I intend to make all payments online via Parentmail Pay+

Signed _____ Parent/Carer Date: _____