



Joy Lane Primary School

A Love of Learning, for Life, for All

Thursday 12th October 2017

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

Dear Parents & Carers of Pupils in Year 5

Residential Trip to Grosvenor Hall – Monday 26th March – Thursday 29th March 2018

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 further Information Meetings to share the final itinerary and schedule of events.

In order to proceed with the arrangements and final booking, we are now asking Parents and Carers to provide a £60 deposit (*in cash or a cheque payable to Joy Lane Primary School*) before the Friday 20th October to secure a place. This will be deducted from the total cost of £170. Please see below a schedule of instalments required to ensure the full amount is paid.

INSTALMENT NUMBER	AMOUNT	DUE DATE
DEPOSIT (1)	£60	FRIDAY 20 th OCTOBER 2017
2	£60	FRIDAY 5 TH JANUARY 2018
3	£50	FRIDAY 2 ND FEBRUARY 2018

Instalments 2 and 3 can be paid either in cash, a cheque payable to 'Joy Lane Primary School' or via our on-line payment system. Please place any cash or 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/Oct2017