



# Joy Lane Primary School

*A Love of Learning, for Life, for All*

Friday 20<sup>th</sup> October 2017

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 6**

## **Year 6 Residential Trip to the Isle of Wight - Friday 18<sup>th</sup> May – Monday 21<sup>st</sup> May 2018**

Thank you for attending our Information Evening on Wednesday 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.pgl.co.uk](http://www.pgl.co.uk) under the Centre link 'Little Canada'.

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 £65 deposit (in cash or a cheque payable to 'Joy Lane Primary School' before Friday 3<sup>rd</sup> November 2017 in order to secure a place. This will be deducted from the total cost of £265. Please see below a schedule of instalments required to ensure the full amount is paid

Please find below a schedule of instalments required to ensure the full amount of £265 is paid.

<b>Instalment Number</b>	<b>Amount</b>	<b>Due Date</b>
<b>1 (Deposit)</b>	<b>£65</b>	<b>Friday 3<sup>rd</sup> November 2017</b>
<b>2</b>	<b>£50</b>	<b>Friday 5<sup>th</sup> January 2018</b>
<b>3</b>	<b>£50</b>	<b>Friday 2<sup>nd</sup> February 2018</b>
<b>4</b>	<b>£50</b>	<b>Friday 2<sup>nd</sup> March 2018</b>
<b>5</b>	<b>£50</b>	<b>Friday 20<sup>th</sup> April 2018</b>
	<b>TOTAL £265</b>	

Instalments 2, 3, 4 and 5 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 6 Residential Trip'.

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/IsleofWight/DepositLetter/Oct2017