



# Alexander Hosea Primary School

*'Roots to grow, wings to fly'*

Honeyborne Way, Wickwar, South Gloucestershire, GL12 8PF

Tel: 01454 294239 or 01454 294638

Email: [AlexanderHoseaPrimary@sgmail.org.uk](mailto:AlexanderHoseaPrimary@sgmail.org.uk)

[www.alexanderhoseaprimary.co.uk](http://www.alexanderhoseaprimary.co.uk)

Headteacher: Mrs D Williams



22<sup>nd</sup> September 2020

Dear Parent/carer

## **Year 5 – Residential Trip to Kilve Court 10-12<sup>th</sup> February 2021**

### **COVID-19**

We wrote to you on 29th June to let you know that we had already booked the Year 5 residential trip to Kilve Court before the pandemic and were planning to keep the booking and re-assess the situation in September.

Kilve Court is run by SSE Outdoors (which is part of Support Services for Education (SSE), within Somerset County Council). They have completed a COVID-19 risk assessment and have been able to continue running outdoor activity trips during the summer. They have shared the risk assessment with us and we have reviewed it and are satisfied that reasonable measures are being put in place.

The staff members who will be going on the trip with the children (Miss Edgar, Mrs McAleese and Mrs Gee) have all been to Kilve Court many times in the past and therefore have been able to review the risk assessment in an informed way and ask follow up questions as necessary.

Therefore, as it stands at the moment, we are still hoping to run this trip (obviously subject to changes in government guidelines and the possibility of local or national lockdowns).

We understand that, in the current environment, some parents may still feel anxious about the trip and therefore we are planning to move up the "trip information" meeting from its normal slot in December to early October (before the deadline date for permission slips). As well as being an opportunity to discuss COVID related questions, Miss Edgar will aim to cover all of the generic trip information she would normally give parents at this meeting. Therefore we hope that as many of you as possible will be able to attend.

In previous years we have just run one face to face "trip information" meeting at the end of a school day at 3:30pm. However, this year, due to the COVID restrictions, the information "meetings" will be done remotely (and in smaller, limited number groups, as we find that makes for a more productive meetings). We understand parents have commitments during the day and therefore we will be running three meetings this year, at a variety of times during the day. We hope that this means that as many of you as possible can attend. Parents will need to book a slot in advance in order to attend one (see "actions required" section below for details on how to do this). The virtual "meetings" will be run on:

**Tuesday 6<sup>th</sup> October 2020**

**8:30am, 1:30pm and 4:30pm**

### **General trip information**

It is a three day residential trip to Kilve Court Education Centre in Somerset. The pupils will be staying in the Outdoor Centre. The plan is that they will take part in various on-site activities including archery, climbing wall, mountain biking, field studies including walks and beach visits and evening programmes including disco, night walks and quizzes. More details about the centre can be found on Kilve Court's web site <http://www.sseoutdoors.co.uk/our-centres/kilve-court/>.

## **Cost**

We estimate the cost of the visit will be approximately £155.00 per pupil (we are still waiting for some costs to be confirmed). We require a £50.00 deposit payment to secure your child's booking. Confirmation of cost will be advised when exact numbers attending are known. The cost covers accommodation, meals, activities, transport, insurance and staff cover. Final payments can then be made either by instalment (we will write again later with the instalment plan) or in one lump sum.

The cost per pupil is calculated by taking the total cost of the trip and dividing by the number of pupils attending. Therefore if significant numbers of parents decide that they are not comfortable with their child going on the trip, it may no longer be financially viable to run it (unfortunately we do not have the capacity in the school's main budget to subsidise the trip). Furthermore, the booking with Kilve Court is based on a certain number of pupils attending as payment is made per pupil so it would not be financial viable for them to accept a booking for a significantly reduced number.

Contributions are voluntary, except for board and lodging. However, if a significant number of parents choose to send their child but not pay, the trip will have to be cancelled. If you are in receipt of income support, or are unable to meet the full cost of the trip for any other reason, please contact the office as soon as possible as we can direct you to sources of help with funding. Any enquiries will be treated with the strictest of confidence.

## **Refunds**

One question we imagine parents will have is what happens if the trip is cancelled nearer the time. This depends on a number of factors but we think the likely scenarios are as follows:

- (i) If Kilve Court cancel the trip, we would expect a refund which we would pass onto parents.
- (ii) If the trip is cancelled due to government imposed change in guidelines / lockdown, we would negotiate with Kilve Court and either obtain a refund or, if this was not possible, look to claim on our insurance. We would then pass this onto parents, although could not guarantee that it would fully cover all payments that parents had made to us.
- (iii) If we cancel the trip, for example if, nearer the time, some parents pulled out and numbers became too low to run, Kilve Court would not give us a refund and we would not be able to claim on our insurance, so we would not be able to give refunds.

## **Actions required**

- (1) Book onto one of the information meetings with Miss Edgar (if you want to attend) – you can do this by emailing [allison.hall@sgmail.org.uk](mailto:allison.hall@sgmail.org.uk) or phoning the office on (01454) 294239.
- (2) Complete and return the attached permission slip (please do this even if you do not wish your child/ren to attend)
- (3) Make your £50 deposit payment online using the SIMS PAY system\* (we can no longer accept cash)

\*If you need a reminder of your Sims pay reference, please contact office. Paying online will make it easier in future to keep track of your instalments.

Please return the permission slip and, if appropriate, make the £50 deposit payment by **9th October 2020**.

If you have any further questions about the trip, please do not hesitate to contact us.

Yours sincerely

Mrs Allison Hall

School Business Manager

**PERMISSION SLIP**

**Kilve Court 10-12<sup>th</sup> February 2021 Deposit, please return by: 9th October 2020**

..... (name of child)

would like to attend / would not like to attend\* the residential trip to Kilve Court.

\*delete as appropriate

I have paid £50.00 online on ..... (date)

I understand the cost of the trip will be approximately £155.00 which I am \*willing/unwilling to pay

\*delete as appropriate

Signed: ..... Date: .....