

St Edmund's Catholic Academy
To Love and Serve the Lord



Tel: 01902 558888 / Email: enquiries@stedmunds.org

Principal: Mrs M Hazeldine

Compton Park
Compton Road West
Wolverhampton
WV3 9DU

11th October 2018

Dear Parent/Carer

Alton Castle Catholic Retreat Centre
Wednesday 30th January 2019 - Friday 1st February 2019

A trip to Alton Castle Retreat Centre has been booked for Years 7 & 8 next year. There are a limited number of spaces, so please book your place asap. A coach has been booked to leave St Edmund's at 9am on Wednesday 30th January 2019 and return approximately 4pm on Friday 1st February 2019.

During the week, pupils will complete outdoor and indoor adventurous activities under the guidance of trained instructors. Activities will most likely include; a rock climbing wall, adventure trekking, archery, cycling and a survival experience. Alton Castle will use these activities to guide the students in the Catholic Faith and the pupils will take part in times of prayer and worship during the course of the retreat.

This trip will help the students to develop an understanding of living their faith while having fun in a safe environment. The cost for the trip is **£142.00** and includes travel, full board, use of all equipment and facilities at the Castle. If you have any questions about this trip please feel free to contact me on 01902 558888 ext 125 or dferris@stedmunds.org.

Please find attached Payment Information and Consent Form that gives more information about the cost and payment schedule. If you would like your son/daughter to attend, please complete the attached Consent Form indicating the deposit of **£80.00 non-refundable** has been made via ParentPay and return by **Wednesday 31st October 2018**. The school cannot subsidise this visit further, and it is hoped that parents will meet the cost. Unless the visit is financially viable, it cannot go ahead. If your son/daughter would like to attend this visit but you have financial difficulties, please contact Mrs Raj, our Business Director at your earliest convenience.

Yours sincerely

Mrs Deborah Ferris
Lay Chaplain



/stedmundscatholicacademy



@stedmunds



Archdiocese of Birmingham

Bishop Cleary Catholic Multi Academy Company



part of Bishop Cleary Multi Academy Company, a company limited by guarantee
registered in England and Wales (company number 085784228)

Payment Information

Alton Castle Catholic Retreat Centre

Wednesday 30th January 2019 - Friday 1st February 2019

The cost for the trip is **£142.00**. This includes travel, full board, use of all equipment and facilities at the Towers Centre. **In the event of a student cancelling or withdrawing from the trip at late notice for any uninsurable reason, please note that we will be unable to refund any monies already paid for the trip and the remaining balance will still need to be paid in full.** By paying the deposit for this trip, you are agreeing to the terms and conditions as stated in this letter and committing to making a full payment and attending the trip. If for any reason a student does need to cancel or withdraw from the trip, we will require as much notice as possible.

Payment for the visit may be made in the following way only:

ParentPay

The following can be paid via ParentPay online using your ParentPay account:

A deposit of **£80.00 (non-refundable)** to be paid by **Wednesday 31st October 2018**. The remaining balance of **£62.00** must be paid by **Friday 30th November 2018**. If you need assistance with activating your ParentPay account online or need a reminder of your activation codes please contact the Finance Office.

All consent forms should go directly to the Finance Office via the Student Support Office clearly marked with the following details:

- Name of Child
- Tutor Group
- Reason for payment ie:- (put the name of your activity/trip/resources eg:- [Alton Castle])

Please complete the attached Consent Form and return it, hand in at the Student Support Office marked for the attention of the Finance Office.



**Consent Form
Alton Castle Catholic Retreat Centre**

Wednesday 30th January 2019 - Friday 1st February 2019

Student's Name

Tutor

- I would like my child to take part in the Alton Castle Catholic Retreat and have made the **deposit payment of £80.00 (which is non-refundable) via ParentPay.**

- Remaining balance of **£62.00** to be paid via ParentPay by **Friday 30th November 2018.**

- I understand that the balance of the visit needs to be paid, in full by **Friday 30th November 2018.**

- I consent to the administration of emergency medical treatment should it be deemed necessary by the staff accompanying the visit.

- Details of any medical problems/medication being taken

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Please notify school at a later date if this should change before date of Visit.

- Emergency Contact Number.....

Please notify school at a later date if this should change before date of Visit.

- Dietary Requirements.....

Please notify school at a later date if this should change before date of Visit.

Signed..... Parent/Guardian Date.....

PRINT NAME.....

I have made a Parent Pay payment of £..... on (insert Date)



