



Smithdon High School  
Mrs A Gibbins  
Headteacher  
Downs Road, Hunstanton  
Norfolk PE36 5HY  
Telephone: 01485 534541  
e-mail: [office@smithdonhigh.org.uk](mailto:office@smithdonhigh.org.uk)  
website: [www.smithdonhigh.org.uk](http://www.smithdonhigh.org.uk)

Ref: AMo/NW

21 September 2022

Dear Parent

**Re: Norfolk Lakes Residential Trip - Wednesday 23 November - Friday 25 November**

As mentioned in our welcome letter before the summer, we are now pleased to inform you that the team-building and activity residential trip to Norfolk Lakes has been arranged for Wednesday 23 November to Friday 25 November 2022.

The purpose of the trip is an opportunity to challenge the children to step out of their comfort zone and create long-lasting memories with other children in their year group. During their stay, students will take part in a variety of activities, such as rock climbing, paddle boarding and raft building - encouraging them to work in teams and support each other, whilst getting involved in fun activities.

Further information about the trip will be sent out in due course and an information evening will be held on Thursday 10 November. In the meantime, if you would like further information about the centre please visit their website <https://www.manoradventure.com/norfolk-lakes.php>

The cost of the trip is £180 per student. An initial deposit of £50 is required by 28 September, which can be paid on your child's ParentPay account. If required, the remaining balance can be made in instalments as set out in the payment plan attached. If financial assistance is required with the cost of this visit, please email [j.jackson@smithdonhigh.org.uk](mailto:j.jackson@smithdonhigh.org.uk) to obtain a Learner Support Fund application form.

If you would like your child to take part in this trip, please complete and return the attached permission slip and medical consent form by Wednesday 28 September 2022. Your child's place will **not** be secured until you have returned the reply slip and completed a medical consent form.

The cost of this visit will be funded through voluntary parental contributions. Parents are under no obligation to contribute towards this curriculum visit. No child will be excluded from this activity if a parent is unable to pay. If insufficient voluntary contributions are raised to fund this trip, the school reserves the right to cancel this residential trip. Further remittance advice is available within the school's charging and remittance policy.

Yours sincerely

**Ms A Moat**  
**Senior Teacher**



### Payment Plan

We appreciate that there is a significant cost to this trip, in an attempt to make this as accessible as possible, we have arranged for the following instalment plan to be available:

Date due	Amount	Balance due
28/9/22 - deposit	£50	£130
19/10/22	£60	£70
19/11/22	£70	£0

If you would like to take the opportunity to pay by instalments please ensure that your instalment has been paid by the due date, a missed payment could lead to the trip being withdrawn.

While every effort has been made to ensure that the cost of this trip is accurately reflected in the price quoted, the school does reserve the right to amend costs or withdraw the trip should there be insufficient uptake in student numbers, or insufficient voluntary contributions received. On the rare occasion that prices do need to change this will be communicated to you *BEFORE* your deposit/first instalment is committed and becomes non-refundable.

In the event your child is unable to attend or you subsequently fail to make any payments, any instalments paid to date will be non-refundable\* (unless a suitable replacement can be found to take your child's place).

\*Except in the event of a medical condition preventing participation. In these circumstances a claim should be made to the school's travel insurer, please contact the school directly and they will assist with your claim (please note confirmation from your doctor will be required).

✂.....

**Please complete and return this slip to the school office by Wednesday 28 September 2022**

Student's Name: ..... Form .....

\*I will arrange for a payment of £180.00 to be paid via ParentPay for the Norfolk Lakes trip on Wednesday 23 November to Friday 25 November

\*I do/ \*do not agree to pay voluntary parental contributions of £180 via ParentPay in accordance with the above instalment plan for the Norfolk Lakes trip on Wednesday 23 to Friday 25 November.

*\*Please delete as appropriate*

**If insufficient voluntary contributions are raised to fund this trip, the school reserves the right to cancel this residential trip.**

I understand that should my child be unable to attend this trip the deposit will be non-refundable.

Where contributions for a trip are via an agreed instalment plan, I acknowledge that I will only be refunded if a suitable replacement can be found to take my child's place.

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