



**SOUTH WEST SCHOOLS FEDERATION**  
**KS2 WEEKEND OUTDOOR ADVENTURE VISIT**  
**Friday 9<sup>th</sup> to Sunday 10<sup>th</sup> June 2018**



Dear Parents/Carers

Following the success of our weekend of outdoor activities at Barton Hall in previous years, we are proposing to run the same event in June for our Key Stage 2 pupils from the 3 schools in the Federation.

We will be staying at the PGL site at Barton Hall, Torquay from **Friday 8<sup>th</sup> until the evening of Sunday 10<sup>th</sup> June 2018** and we are planning to offer the children a wide choice of activities, which will include many of the following: Abseiling, Archery, Climbing, Aeroball, Zip wire, Giant Swing, Canoeing, Raft building & Trapeze. We will also use the dry ski slope again.

The Centre has qualified Instructors for all the activities, which are fully supervised throughout. On the way to Torquay on Friday we will spend the day at Crealy Devon which will be a fun start to our activity weekend! The cost of the trip will be **£240.00** which will cover all the activities (including the dry ski slope), tuition, accommodation, bedding, all meals and transport. This price is best value in line with the PGL cost increases.

The contract with PGL means that the full amount has to be paid once booked. *(Please see below for cancellation insurance details)* To assist you, we have split the payments into smaller amounts. We require your deposit of £60.00 by **Thursday 1<sup>st</sup> March** when we will confirm our booking with PGL of 50 pupil spaces. There will be four further monthly payments of £60.00 according to your school's payment plan.

If you wish to pay differently, for example weekly payments or on different dates, or have any queries regarding the trip please let us know.



Thank you.  
Senior Leadership Team

9 February 2018

**SWSF – KS2 WEEKEND ACTIVITY RESIDENTIAL TRIP**

**To BARTON HALL, TORQUAY**  
**Friday 8<sup>th</sup> until Sunday 10<sup>th</sup> June 2018**



I wish my child ..... to be considered for the above trip, enclose a deposit of £40.00 and agree to pay the balance by 1 June 2018. I understand that I have to pay the full amount.

*We do advise that you find suitable cancellation insurance in the event of illness. We have to pay in advance for each venue, all activities, the transport and accommodation and **therefore the total cost of the holiday will still be payable should you cancel at any time up to departure.** Attached is a copy of the payment schedule which PGL operate regarding cancellations – please be aware that is their company policy and will be implemented.*

Signed ..... Date .....



**Please read carefully. Our contract with PGL means that a paying member is subject to cancellation charges, plus administration fees. As explained in the letter, cancellation insurance can be purchased.**

# Terms & conditions

Please take the time to read the following conditions carefully. They are the basis for the contract between us and will assist you with your future plans.

## 5. Cancellation

In the event of cancellation by a paying member more than 8 weeks before your course, the deposit and any interim payments may be transferred to a substitute member. However, if this is not possible, then the deposit and interim payment will be retained by us. For cancellations made less than 8 weeks prior to your course, the payments made may be transferred to a substitute member but we reserve the right to charge an administration fee of £25, plus any direct costs incurred. For air tours, cancellation charges may apply in accordance with section 7b and the individual airline policy. However, if a transfer is not possible, please write to us immediately giving full details. The cancellation will be subject to the following charges:

- ☐ 56-29 days before your course: 60%
- ☐ 28-15 days before your course: 80%
- ☐ 14 days or less before your course: 100%

The date of effective cancellation is calculated on the day of receipt of written advice. If any cancellation brings the number of pupils below the minimum number required to qualify for a particular price, then the price will be adjusted accordingly. Please note that cancellation charges may be reclaimed, via insurance, provided that the cancellation occurs within the terms of the policy – e.g. necessary cancellation due to injury or illness of the party