



Monday 21st July 2025

Dear Year 5 Parents and Carers,

As you may be aware it is a long held Sun Hill Junior School tradition to arrange a special week for our Year 6 pupils at the end of the summer term which has become known as Leavers Week. This has taken different forms over the years, examples being a week long residential trip or a split week with activities over 2 days within the usual school day and a 3 day residential trip.

It is always our aim to provide the best experience for the children while being aware of the cost implications for all our parents. With this in mind for the children joining Year 6 in September 2025 we have planned a split week residential from Monday 6th July to Friday 10th July 2026.

Our provisional plan for the week is as follows:

Group	Monday 6 th July	Tuesday 7 th July	Wednesday 8 th July	Thursday 9 th July	Friday 10 th July
1	Cook Stars Workshop	Chessington World of Adventures	Fairthorne Manor	Fairthorne Manor	Fairthorne Manor

We have provisionally booked Fairthorne Manor for a 3 day/2 night residential trip (<https://ymca-fg.org/residentials-2/>) in Botley from 8th – 10th July 2025. This includes food, accommodation and a timetable of activities. We have also arranged for Cook Stars to come into school for a specially designed Year 6 cooking workshop and also a visit to Chessington World of Adventures to enjoy the rides and experiences, and for those not so keen on the rides there is also the Sealife centre and Zoo animals.

At this stage the cost per child is **£315.00** which includes all of the in-school workshops and activities, the coach transport from school to Chessington on Tuesday 7th July and back to school again, plus all accommodation, activities and resources and all meals at Fairthorne Manor. Parents will be required to transport their child to Fairthorne on Wednesday 8th July and collect them on Friday 10th July.

To enable us to confirm our bookings can we please ask that parents pay the required deposit of **£75.00** and complete the required permission form authorising your child's attendance and agreement to pay. This will enable us to make our deposit payments to the venues in advance.

The form is available on your tucasi ScoPay account and will ask you to complete it prior to payment. This form must be completed by **Friday 26th September 2025**. If you require a paper form please contact the school office.

We will be offering the option of paying in instalments as per the payment plan below. **Without parental contributions towards this trip we will be unable to proceed.**

We would like to make you aware that although schools are required to ask for donations for trips during the school day, residential trips are different and there is a requirement

for the residential aspect of the trip to be paid in full, non payment of the residential part of the trip will unfortunately require the parents/carers to arrange for their child to be collected at 3.30pm on the residential days from the venue.

Date Due	DEPOSIT – By 26 th September 2025	1 st January 2026	1 st February 2026	1 st March 2026	1 st April 2026	PAID IN FULL BY 1 st April 2026
Payment	£75.00	£60.00	£60.00	£60.00	£60.00	£315.00

We have set-up the instalment payments system via ScoPay or you can pay by cash/cheque to the school office (see payment breakdown above). If preferable you can make the full payment of £315.00 in total now or the remaining £240.00 by the 1st April 2026. **Unfortunately non-payment of the deposit or non-completion of the confirmation form will indicate you do not wish your child to attend.**

If you require help with payment options, payment assistance or your child has pupil premium status and you would like a percentage of the cost to be covered with this please contact the school office at adminoffice@sunhill-jun.hants.sch.uk to arrange for someone to contact you to discuss this further.

Please note that although the payment contributions for this trip are voluntary, if we do not receive sufficient donations to cover the cost, we will not be able to run the trip for any of the pupils to attend. To comply with our Charging and Remissions Policy please find a breakdown of these costs below.

- **Workshops/Activities = £1983.00**
- **Transport = £600**
- **Fairthorne Manor (including accommodation, food, activities and onsite transport) = £6867.00**
- **Total trip cost: £9'450.00**

Yours Sincerely

Mrs S Parker
Lead Practitioner