



Duke of Norfolk CE Primary School

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Friday 2nd May 2025

Year 6 residential – November 2025

Dear Parents/Carers,

We have arranged to take our Year 6 pupils on a residential activity course to Manor Adventure at Willersley Castle. The trip is for two nights and three days between **Monday 17th November to Wednesday 19th November 2025**.

The activities available may include Climbing, Grass Sledging, Shooting, Zipwire and many more. At Manor Adventure fully trained and qualified instructors, with the support of school staff, provide instruction in a full programme of activities in a safe, controlled and secure environment.

The total cost of the trip is £160.97 which includes visiting Peak Wildlife Park en route to Willersley Castle, full board accommodation, all instruction and activities, equipment, safety equipment, achievement certificates at Manor Adventure, Willersley Castle and coach travel to and from the venues.

Itinerary

Monday 17th November:

- Coach departs school at 9.30am prompt. Please ensure that your child has a packed lunch and a drink in a carrier bag.
- The coach will travel to Peak Wildlife Park in Leek where children will explore the various walkthrough animal experiences before eating their packed lunch.
- Arrive at Willersley Castle at 2.30pm
- Children will engage in a range of activities (itinerary to be provided closer to departure)

Tuesday 18th November:

- Children will engage in a range of activities (itinerary to be provided closer to departure)

Wednesday 19th November:

- Morning - children will engage in a range of activities (itinerary to be provided closer to departure)
- Coach departs Willersley Castle at 1.30pm after lunch
- No stops scheduled. Expected arrival at school 3-3.30pm



The cost of the trip is made up of the following elements:

Willersley Castle: (see cancellations policy below)	£144.00
Entrance and activities at Peak Wildlife Park	£8.50
Coach travel (not refundable)	£16.97
50% of the coach travel will be paid by Willersley Castle	£-8.48
Total	£160.97

We realise this is a lot of money, but hopefully paying over a number of months will help you spread the cost. If you are having difficulties paying, school may be able to help by spreading the cost over a longer period. Willersley Castle's cancellation policy is detailed below. Unfortunately, the coach is not refundable. A **non-refundable deposit of £50** is payable on ParentPay by no later than **Monday 19th May 2025**.

Payment schedule is as follows:

- £50 deposit by 19th May 2025
- £50 interim payment by 30th June 2025
- £50 interim payment by 15th August 2025
- Final Payment of £10.97 by 15th October 2025

What are Manor Adventure's cancellation charges?

- 70 days or more before the arrival date, all deposits retained.
- Between 69 and 14 days before the arrival date, 75% of the full course cost will be retained.
- 13 days or less before the arrival date, 100% of the full course cost will be retained.
- The date of cancellation is calculated on the day written notice is received.

We will hold a **parents' information meeting on Monday 20th October at 6pm** in the school hall where further information, such as packing lists etc will be given out. Please also use the parents' information meeting to discuss any issues or concerns beforehand. If you have any queries in the meantime, please do not hesitate to contact the school office, and we will do our best to help. Any child choosing not to participate in the residential trip will be educated as usual in school. If your child chooses not to participate in the trip but is absent from school, their absence will be marked as unauthorised unless they are unwell (and evidence is provided).

Please complete the following form and return to school once your deposit is paid on ParentPay **before Monday 19th May 2025**.

Yours faithfully,

The Upper Key Stage 2 team



Year 6 Residential trip – November 2025

Please complete and return to school, with payment of the deposit (on ParentPay) as outlined above.

(delete as appropriate)

I do/do not give permission for my child _____
to participate in the trip as detailed in the letter above, which includes the travel
arrangements.

Signed (parent or guardian): _____

Print name: _____

Relationship to child: _____

Date: _____

