



Headteacher: Tina Holditch

Rectory Lane North  
Leybourne  
West Malling  
Kent  
ME19 5HD

Tel: 01732 842008  
Email: [headteacher@leybourne.school](mailto:headteacher@leybourne.school)  
[www.leybourne.school](http://www.leybourne.school)

18<sup>th</sup> June 2025

Dear Parents and Carers

**Years 5 and 6 Residential Visit to:  
Cuffley Active Learning Centre  
Wednesday 25<sup>th</sup> to Friday 27<sup>th</sup> March 2026**

We are very excited to confirm that we have booked a residential visit to Cuffley Active Learning Centre in Potters Bar, Hertfordshire on the above-mentioned dates.

We will be staying in their two pod villages. Each has a central open yurt for cosy fireside evenings and a dedicated toilet and shower block for group privacy. The children will be sharing comfortable and spacious 4 bed pods. The trip will include a range of activities such as high or low ropes, climbing wall, archery, problem solving, team challenges and orienteering. The actual activities will be allocated by Cuffley at a later date. All meals will be fully catered and Cuffley can accommodate all dietary requirements. We will send them any relevant information before we arrive.

Please follow this link for more information:

<https://activelearningcentres.co.uk/locations/cuffley/>

The cost of the visit will depend on how many children will be joining us on the residential visit. We hope that every child in both classes will take part. It will be between £206 and £217 per pupil.

*We will confirm the actual price once we have confirmation of the number of children joining the residential visit.*

The cost includes:

- Coach travel to and from Cuffley Active Learning Centre
- A daily programme of activities
- Fun evening entertainment
- Travel insurance
- Full board, with our first meal being the lunchtime on Wednesday and our final lunch on Friday.

*Nurturing the spark of God within*

*"Those who trust in the Lord will find new strength. They will soar high on wings like eagles" Isaiah 40:31*



**In order for your child to participate a non-refundable deposit of £35.00 and the completed form must be with us by Friday 11<sup>th</sup> July 2025.**

As always, if you are likely to experience difficulty in meeting the full cost, or need a longer period of time to pay the deposit, please do speak to me in confidence, but can you please still return the consent form by Friday 11<sup>th</sup> July 2025. We are keen that no child should miss out due to financial worries, particularly given the current economic climate.

The total amount must be paid by **Friday 9<sup>th</sup> January 2026**. Payments can only be made via Arbor.

The payments are to be made in the following instalments to spread the cost over a longer period of time. Payments must be made via Arbor.

£ 35.00	Non-refundable Deposit	by Friday 11 <sup>th</sup> July 2025
£ 35.00	Interim payment	by Friday 12 <sup>th</sup> September 2025
£ 35.00	Interim payment	by Friday 10 <sup>th</sup> October 2025
£ 35.00	Interim payment	by Friday 7 <sup>th</sup> November 2025
£ 35.00	Interim payment	by Friday 12 <sup>th</sup> December 2025
<u>£ 42.00</u>	Final payment	by Friday 9 <sup>th</sup> January 2026

**£217.00**

Please note, if the actual price is lower than £217.00, we will reduce the final payment amount accordingly.

As the trip is taking place in the next academic year, all you will need to pay in this academic year is the £35.00 non-refundable deposit on Arbor.

The remaining payments will be added to Arbor in the next academic year, and will show the confirmed cost of the trip.

The date required for the final payment may appear to be early, given that the trip takes place in March, however Cuffley Active Learning Centre requires full payment in advance.

We will hold a Parent Information evening, giving further details about the trip, on Wednesday 14<sup>th</sup> January at 7pm in the KS2 building.

Kind regards

Tina Holditch

**Years 5 and 6 Residential Visit to:  
Cuffley Active Learning Centre  
Wednesday 25<sup>th</sup> to Friday 27<sup>th</sup> March 2026**

I give permission for my child \_\_\_\_\_ Year \_\_\_\_\_

To join the Year 5 and Year 6 residential visit to Cuffley Active Learning Centre between Wednesday 25<sup>th</sup> and Friday 27<sup>th</sup> March 2026.

I have paid the non-refundable deposit of £35.00 by Arbor on \_\_\_\_\_  
(Please add the date that you made the payment).

I agree to make the balance of payments in full by Friday 9<sup>th</sup> January 2025.

I understand that the cost will be confirmed in writing, once we have received confirmation of the numbers attending, but will be between £206.00 and £217.00 per pupil.

*I understand that the following cancellation fees will apply, in the event of my child being unable to attend the residential visit:*

<i>Between 8 and 4 months before the trip</i>	<i>25% of the cost of the trip</i>
<i>Between 3 and 2 months before the trip</i>	<i>75% of the cost of the trip</i>
<i>Between 2 and the date of the trip</i>	<i>100% of the cost of the trip</i>

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

.....

Or

My Child \_\_\_\_\_ Year \_\_\_\_\_

Will not be attending the residential visit to Cuffley Active Learning Centre

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_