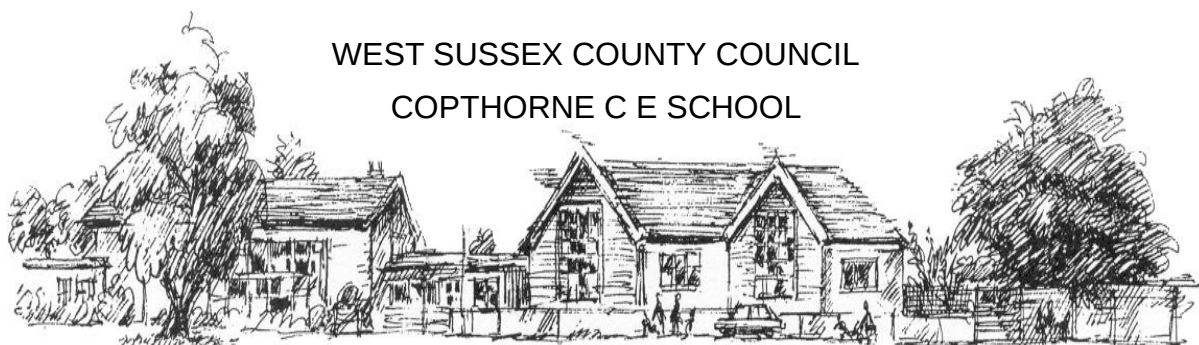




WEST SUSSEX COUNTY COUNCIL
COPTHORNE C E SCHOOL

CHURCH ROAD, COPTHORNE, WEST SUSSEX, RH10 3RD

Telephone: 01342 712372 – FAX: 01342 718513

E-mail: office@copthornejunior.co.uk

27th November 2025

Dear Parents/Carers

Lodge Hill Residential 29th September-30th September 2026

In preparation for the next academic year, we would like to inform you of our residential visit to Lodge Hill for the children when they are in Year 5.

We are planning a two day residential to Lodge Hill near Pulborough, West Sussex. This centre offers a range of outdoor activities including low ropes and zip wires, crate stack, archery and orienteering. We will confirm activities nearer the time.

This trip will take place in the Autumn term on Tuesday 29th September and Wednesday 30th September 2026. The children will depart school at 9.15 am on 29th September and return at 4.30 pm on 30th September 2026. These timings will ensure that the children will participate in two full days of activities.

The cost of this trip is £165 per pupil. This cost includes coach hire, all activities and food over the two day period.

*In order to secure a place on this residential the centre requires a non-refundable **£50** deposit by **Monday 15th December 2025**.*

As it is near to Christmas, we could divide this non-refundable deposit into two smaller amounts, £25 by Monday 15th December 2025 and £25 by Friday 24th January 2026 with the hope that this will help. I apologise for the timing of this request for money, but we need to secure our booking before it is given to another school.

Although we appreciate the cost is quite large, we have done a substantial amount of research to make sure we are not only getting the best experiences for the children, but also the best value for money.

Under current legislation we are obliged to point out that the cost is a voluntary contribution. However, unless all parents who are willing to contribute do so, the trip will not be able to take place. Limited financial assistance from the school may be available in certain cases, but please contact our head teacher in confidence as soon as possible if you are unable to contribute the full cost so that arrangements can be made.

Regarding the payment scheme, you have three options:

- **Option 1: pay the full cost (£165) in one amount, due 15th December 2025.**
- **Option 2: 4 instalments – non-refundable deposit of £25 due on 15th December, £25 non-refundable deposit on 24th January, £55 due on 25th April, £60 due on 11th July 2026.**
- **Option 3: 3 instalments - non-refundable deposit of £50 due on 15th December, £55 due on 25th April, £60 due on 11th July 2026.**

Payment can be made by cash, cheque payable to Copthorne CofE School Fund or alternatively, you can pay via bank transfer, please use your child's name as the reference.

Lloyds Bank – Copthorne CE School Fund
Account Number: 02333669
Sort Code: 30-92-38

We are very much looking forward to this visit and hope you agree that this trip will be an invaluable, exciting and memorable experience for the children. If you have any questions, please do not hesitate to pop in to the school office and discuss them.

Yours sincerely

Mrs H Denison

Child's name: _____

I give permission for my child to attend the residential visit to Lodge Hill, 29th September and 30th September 2026.

I would like to choose the following payment option for the year – please tick.

- ☐ • **Full amount (£165) due on 15th December 2025**
- ☐ • **4 instalments (non-refundable deposit of £25 due on 15th December, £25 non-refundable deposit on 24th January, £55 due on 25th April, £60 due on 11th July 2026.)**
- ☐ • **3 instalments (non-refundable deposit of £50 due on 15th December, £55 due on 25th April, £60 due on 11th July 2026.)**

Signed _____ Date _____