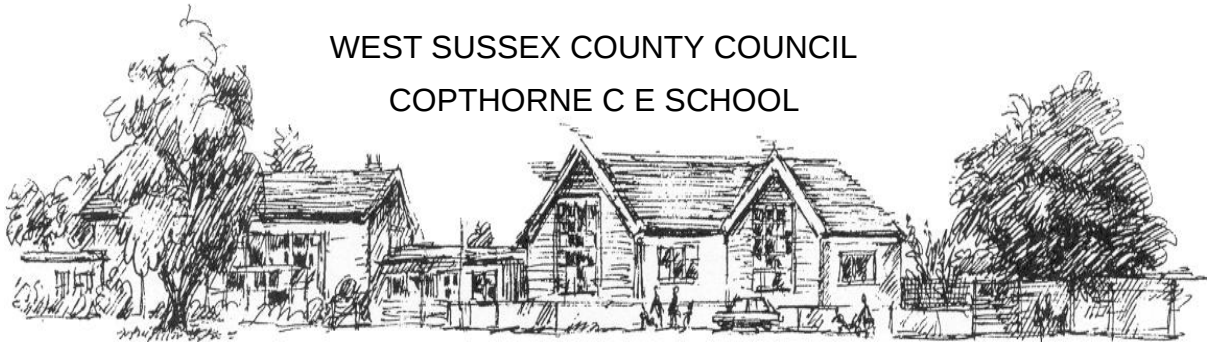


WEST SUSSEX COUNTY COUNCIL
COPTHORNE C E SCHOOL



CHURCH ROAD, COPTHORNE, WEST SUSSEX, RH10 3RD

Telephone: 01342 712372 – FAX: 01342 718513

E-mail: office@copthornejunior.co.uk

20th October 2025

Dear Parents

I am writing to you regarding the Year 6 Residential visit in 2026. This will take place at Windmill Hill PGL Centre which is in East Sussex, from **Wednesday 16th – Friday 18th September 2026** inclusive. This trip is planned during the Autumn Term to allow the children to learn valuable skills in team building, gain confidence and bond together as a year group. They will enjoy a range of outdoor activities such as abseiling, challenge course and archery. Further information can be found by visiting the link below:

<https://www.pgl.co.uk/en-gb/adventure-holidays/centres/windmill-hill>

I am very keen that all children should attend this residential visit because, as mentioned above, it builds confidence, independence and social skills, all attributes essential to help to prepare the children well for a smooth transition to secondary school.

Through negotiation, I have managed to keep the total cost of this 3-day residential trip is £312 which includes accommodation, 3 days of activities, transport and sundries. Additionally, children are able to take a small amount of pocket money to spend in the shop if they wish. We appreciate that this is a large sum of money. Unfortunately, the cost of PGL is fixed but we are trying to find a cheaper transport but coach companies are struggling with fuel costs. If we manage to get cheaper transport, we will reduce the cost of the trip accordingly but this is only likely to be a small amount.

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 myself in confidence as soon as possible, if you are unable to contribute the full cost so that arrangements can be made.

In order to secure a place for your child on this trip, we require a non-refundable **deposit of £100** by **Thursday 20th November 2025** as required by the centre. We will not be able to secure any places for pupils without a deposit and completed form

by this date. If you will find this difficult then an initial **£60** by **20th November** with the **£40 remainder by 12th January 2026**.

The remaining balance of £212 is due by 10 July 2025 and can be paid as a lump sum or in 3 instalments –

- £72 due 20th February 2026
- £70 due 8th May 2026
- £70 due 3rd July 2026

Yours sincerely

Mrs Denison

Windmill Hill PGL Centre Permission

Child's Name: _____ Class: _____

I give permission for my child to attend the residential visit to Windmill Hill PGL Centre, **Wednesday 16th – Friday 18th September 2026**.

____ I enclose a £100 deposit and I understand that this is non-refundable.
OR

____ I enclose a £60 deposit and will give a further £40 deposit in January and I understand that this is non-refundable.

The balance of £212 is due by 3rd July 2026.

Signed: _____