*\*\*\*Sample Letter\*\*\**

**Soli House residential retreat**

Dear Parents/Carers

We are planning a Year\_\_\_ residential retreat to Soli House in Staffordshire. This trip is due to take place from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This retreat has been established for many years at our school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and has always been a special opportunity for students to take time away from their everyday lives.

Soli House is part of the Kenelm Youth Trust (run by the Archdiocese of Birmingham in partnership with Birmingham Catholic Youth services and Alton Castle). The centre is in Staffordshire next to it’s sister centre Alton Castle.

Our students always come back refreshed in faith, blessed with fun and new friendships. During their stay students will take part in a variety of team building activities. As well as this, a big focus of the visit is on personal and spiritual development and pupils will participate in a variety of workshops; they will also be able to celebrate Mass together.

The cost of the \_\_\_\_\_ night trip is \_\_\_\_\_\_. If you would like your son/daughter to take up this opportunity, then please consent via \_\_\_\_\_\_\_ and pay a deposit of \_\_\_\_. The balance of \_\_\_\_ should be paid by \_\_\_\_\_\_\_\_\_\_\_\_.

If due to personal circumstances you need an extended period of time to pay the deposit then please get in touch with \_\_\_\_\_\_\_\_\_\_\_\_ to discuss in confidence, at your earliest convenience. There are 10 places available on this trip. The trip will open on \_\_\_\_\_\_\_\_\_\_\_.

If you are unsuccessful in securing a place for your son/daughter then please contact \_\_\_\_\_\_\_\_\_\_\_\_ to request that your child is placed on a reserve list for the named trip.

If you have any queries please do not hesitate to contact me at school.

Yours faithfully

*\*\*\*Sample Email\*\*\**

**Soli House residential retreat**

Dear Parents/Guardians

Your child has expressed an interest in attending the trip to Soli a residential retreat which is taking place between \_\_\_\_\_\_ and \_\_\_\_\_\_\_\_. It is an opportunity for your child to step back from their busy of their lives; a chance to connect deeply with those they come here with; space to uncover the person they are made to be and to encounter God in nature, in each other and through moments of prayer. The Soli Program has a lot of opportunities to try new exciting things such as mountain biking, escape room and bubble football.

Soli has been established for over 70 years. Soli is located in Alton, Staffordshire 2 minutes walk from our sister centre Alton Castle. Located in the beautiful Staffordshire moorlands. Our building is fitted with ensuite dormitory bedrooms for groups of 4-8 young people. Our centre is designed and refurbished purposely with young people in mind.

The cost of the trip is\_\_\_\_\_\_\_\_\_\_ but included in this price, is transport and meals whilst they are away. (except lunch on \_\_\_\_\_\_\_\_\_\_ as we are attending Alton Towers and students are required to purchase lunch there or bring a packed lunch with them). With this in mind, we feel the trip is a good value for money but we understand that this payment may be a lot to pay all upfront, therefore we ask that you pay a \_\_\_\_\_ non-refundable deposit to secure your place and then pay the rest in instalments with the final payment been made by \_\_\_\_\_\_\_\_. Please if money is an obstacle for attending the trip, don’t hesitate to get in contact with myself as there are possibilities to support those who will struggle to make payments.

Please if you would like your child, to attend this trip fill in the attached/Located on\_\_\_\_\_\_\_ consent and medical form and return to \_\_\_\_\_\_\_\_\_\_ by the \_\_\_\_\_\_. If you have any further questions please contact me by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Yours Sincerely

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