

April 2018

Cala Llevado Water Sports Holiday 2018

Dear Parent/Carer,

With only ten weeks to go until our departure excitement is building for our trip to sunny Spain! At this point I'd just like to remind you of a few points:

- **COMMUNICATION**
- All letters are available from the school web site, and if there is a need for a meeting this will be advertised on the whiteboard in reception and an e-mail will be sent to students and their form tutors.
- **FINAL PAYMENT**
- The final payment of the £735 total cost was due to be paid before the Easter holidays 2018. If you have not paid the balance yet, please could you do so at your earliest convenience .
- **DOCUMENTATION REQUIRED**
Your daughter will need her own individual passport and an EHIC (European health insurance card). Please make sure that these documents are valid, and have been obtained well in advance of the trip. Passports need to be handed in at school by Friday June 8th at the very latest. Please complete and return the Form C about dietary and medical needs, which is attached to this letter. The deadline for return of Form C is Monday 14th May.
- **ITNERARY**
The precise details of this are not available as yet, but we expect to depart from Sandbach at about 1pm on Saturday 7th July and return in the afternoon of Sunday 15th.
- **CANCELLATION POLICY**

The £70 deposit is non-refundable. Cancellations within 6 months of the departure date will be charged at 50 % of the total cost. Any cancellation within 10 weeks of departure will be charged at full cost.

Please remember that a place on any school trip is subject to your daughter's continued good behaviour. In exceptional circumstances a place on a trip may be withdrawn, in which case any monies paid will be refunded in full. If you have any further queries regarding this trip please do not hesitate to contact me at school.

Yours sincerely

A Leonard

A.S. Leonard
Sixth Form Life Choices Co-ordinator