

March 2018

Two Centre Adventure 2019 – Italy & France

Dear Parent/Carer,

I am very pleased to inform you that your daughter has secured a place on this trip. Most of the details about the trip are contained in the original launch letter, but at this stage it is necessary to set out procedures concerning payments and documentation.

- **WHAT DO I DO NOW?**

It is your daughter's responsibility to keep herself informed about this trip. As and when it is necessary letters will be distributed via meetings and e-mail. All of these letters are available from the school web site in the "Trips" area. 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

- **HOW DO I MAKE PAYMENTS?**

All payments should now be made via the Parent Pay system. If for any reason you are unable to use the system payments can be made by cheque at the Finance Office.

- **HOW ARE PAYMENTS SPREAD OUT?**

There are three specific deadlines which must be met with regard to payments:

1.. A total of £130 must be paid before the end of the summer term 2018

2.. A total of £350 must be paid before the Christmas Holiday 2018.

3..Final payment of the £705 cost must be paid before the Easter holidays 2019.

Outside of these deadlines payments can be made at any time.

- **WHAT DOCUMENTATION IS REQUIRED?**

Your daughter will need her own individual passport and an EHIC (European health insurance card). Please make sure that these documents are valid have been obtained well in advance of the trip. Your daughter will also be asked to complete and return a form about dietary and medical needs

- **CANCELLATION POLICY**

The £50 deposit is non-refundable. Any cancellation after July 16th 2018 will incur a charge of £130. 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 In exceptional circumstances a place on a trip may be withdrawn, in which case any monies paid will be refunded in full.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

