

June 2018

**Poland 2019**

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, information will be distributed via the History dept/school. All of these letters are available from the school web site by clicking on "Enrichment" then "Trips" and selecting the trip you want. 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. We will also use 'in-touch' messages when needed.

- **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?**

These are the suggested deadlines with regard to payments. Outside of these deadlines payments can be made at any time.

In addition to the £125 deposit already paid:

- 1. £125 must be paid by 25<sup>th</sup> September 2018 bringing the amount paid to £250**
- 2. £150 must be paid by 30<sup>th</sup> November 2018 bringing the amount paid to £400**
- 3. The total cost of £600 must be paid by 25<sup>th</sup> January 2019**

The cost of the trip may unfortunately increase slightly when the flights are booked as per our travel company's most recent correspondence, but we will inform you of any change if and when this happens.

- **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 and 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 – it is very important that we have as much information as possible.

**By January**, we will ask for a photocopy of the passport, a 20 pound rooming deposit (will be returned at the end of the trip assuming no damage to hotel room) and her actual EHIC in an envelope with your daughter's name on it. You can give this to us any point prior to the trip.

- **CANCELLATION POLICY**

***The £125 deposit is non-refundable. Any cancellation will incur a charge. 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. If you have any further queries regarding this trip please do not hesitate to contact me at school.

Yours sincerely

*E Bell*  
*History department*