



# Sandbach High School

and Sixth Form College

Our Academy, Our Future

January 2019

## Argeles-Sur-Mer 2020 – Water Sports Holiday

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?

As and when it is necessary letters will be distributed at meetings. 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. All of these letters are available from the school web site by clicking on “Trips” and selecting the trip you want. I will also e-mail letters directly to parents once I have compiled a group e-mail list. Please return the reply slip attached to this letter to enable me to set up this system.

### 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 £200 must be paid by 15<sup>th</sup> March 2019
- 2.. A total of £350 must be paid before the Christmas Holiday 2019
- 3..Final payment of the £695 cost must be paid before the Easter holidays 2020.

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

### CANCELLATION POLICY

The £100 deposit is non-refundable. Any cancellation after 29 March 2020 will incur a charge of £200. 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. All cancellations must be made in writing. This cancellation policy is non-negotiable.

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 In exceptional circumstances a place on a trip may be withdrawn, in which case any monies paid will be refunded in full.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.S. Leonard

Sixth Form Life Choices Co-ordinator

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Name of student.....Form.....

Name of Parent / Carer .....

e-mail address of Parent/Carer .....

