

17<sup>th</sup> July 2018

Dear Parents/Carers,

Planning for Barcelona is well and truly underway and I am now able to give you more information ahead of the summer on what you need to do moving forward.

Firstly, the trip will now run from **9<sup>th</sup> -13<sup>th</sup> April 2019**. (*Original dates were 8<sup>th</sup>-12<sup>th</sup>, however due to a significant difference in flight prices; I took the decision to move the trip back by a day*). Despite my previous letter, which stated that lunch would not be included, I have now managed to purchase lunches for all pupils for the duration of the trip which means they will only need a packed lunch for the first day.

Secondly, there will be **no collective passport** for this trip. Therefore students will need to obtain their own passport if they don't already have one. If parents/carers could ensure they have their child's passport by the first week of term in January I will need to start collating passport details for all students to give to the airline. If your child already has a passport, please could you ask them to bring it into school for me to photocopy so that I have the details ready.

As you are already aware, the total cost of the trip is £585. Enclosed is a payment card. This will help you keep track of payments as you make them. When you make a payment instalment for the trip, send your payment in an envelope with the payment card and our Business Manager, Mrs Dowdeswell, will sign it to confirm the amount paid. Your first instalment, The Deposit of £100 will be filled in already in the card.

Payment deadlines are as follows:

Second instalment of £185 to be paid by **Friday 28<sup>th</sup> September**

Third instalment of £150 to be paid by **Friday 21<sup>st</sup> December**

Final instalment of £150 to be paid by **Friday 15<sup>th</sup> February**

Alternatively, if you would prefer to spread the cost and pay in monthly instalments of £80.83 then that option is also available to you. If you have any difficulty with this, please contact Mrs Dowdeswell as soon as possible. Please see the reverse of this letter for terms and conditions of refunds and cancellations of places.

If you have any questions regarding this letter or require more information, please do not hesitate to contact me.

Yours faithfully

Miss S Halpin-Barnett  
**Head of MFL**

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## **REFUND TERMS AND CONDITIONS**

### **Cancellation of a place**

Since we incur costs in cancelling your travel arrangements, you will be required to pay cancellation charges as well as any money already paid toward the trip. Should you cancel after any of the instalment dates that the school has to adhere to, you will only receive a percentage of the unpaid amount or run the risk of not receive any refund at all.

### **Removal of your child from the trip**

Very rarely, we may be forced to remove a pupil from a trip if it is deemed unsafe to take them due to bad behaviour. If this situation does occur, we regret we will be unable to make any refunds (unless we obtain any from our suppliers), pay you compensation or meet any costs or expenses you incur as a result.