



The Cavendish School

30th June 2016

Dear Parents/Carers of students in Year 7 & 8

Rockley Water Sports Trip – South of France - Summer 2017

I have great pleasure in writing to share an opportunity that has been made available for the students currently in Year 7 & 8. We have been able to secure a booking for students to participate in our re-established annual water sports activity trip to the South of France, leaving **Sunday 16th July and returning Sunday 23rd July 2017** (last week of the summer term, exact times will be confirmed at a later date). The activity centre is located at La Rive on the shores of the beautiful Lac Cazaux, near Biscarrosse, 84km south west of Bordeaux.

Pupils will experience a wide range of activities in the beautiful surroundings offered by Lac Cazaux. The programme put together by Rockley Watersports includes:

- **Catamaran Sailing, Dinghy Sailing, Windsurfing, Canoeing, Team Building Games and Mountain Biking**
- **Also included will be a day excursion to the seaside town of Arcachon situated on the Atlantic coast, a visit to the Pyla Dune – the biggest in Europe as well as an afternoon at Aqua Land waterpark.**

Rockley Watersports is a company that fully complies with the Adventure Activities Licensing Regulations 1996. It is also fully recognised by the RYA (Royal Yachting Association). The programme endeavours to offer pupils adventure, personal discovery, wonder and fun in a thriving and natural environment. The activities present young people with real yet safe outdoor challenges. This stimulates self-image and will enhance the development of social skills.

The cost of this fully inclusive trip is **£755**. For this sum the pupils are guaranteed return coach travel, fully comprehensive travel and activity insurance, full board accommodation for 7 days, a full activities programme, specialist instructors and the hire of specialist equipment, together with a full evening entertainment programme and the day trip mentioned above. Spaces are limited and the trip has been advertised to all students currently in year 7 & 8, places will be allocated on a first come, first served basis.

To secure your child a place, simply complete the slip attached and return it with a non-refundable deposit of £80 to Student Services by Monday 18th July 2016. **Please ensure that you have read the attached behavioural contract and that you and your son/daughter have signed the reply slip below.** The final balance can then be paid in monthly instalments, as outlined below. Either post-dated cheques in envelopes clearly marked with your child's name & form 'ROCKLEY TRIP 2017' and payment of the 2nd – 7th instalments can be made on Wisepay. **Please note: all deposits must come into the school by cheque/cash to enable us to establish a first come, first served allocation.**

| Deposit | July 2016 | £80 (non-refundable) |
|----------------------------|--------------------------------|----------------------|
| 1 st instalment | 5 th September 2016 | £125 |
| 2 nd instalment | 1 st October 2016 | £100 |
| 3 rd instalment | 1 st November 2016 | £100 |
| 4 th instalment | 1 st December 2016 | £50 |
| 5 th instalment | 1 st February 2017 | £100 |
| 6 th instalment | 1 st March 2017 | £100 |
| 7 th instalment | 1 st April 2017 | £100 |



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Cheques should be made payable to The Cavendish School and will not be cashed before the dates stated.

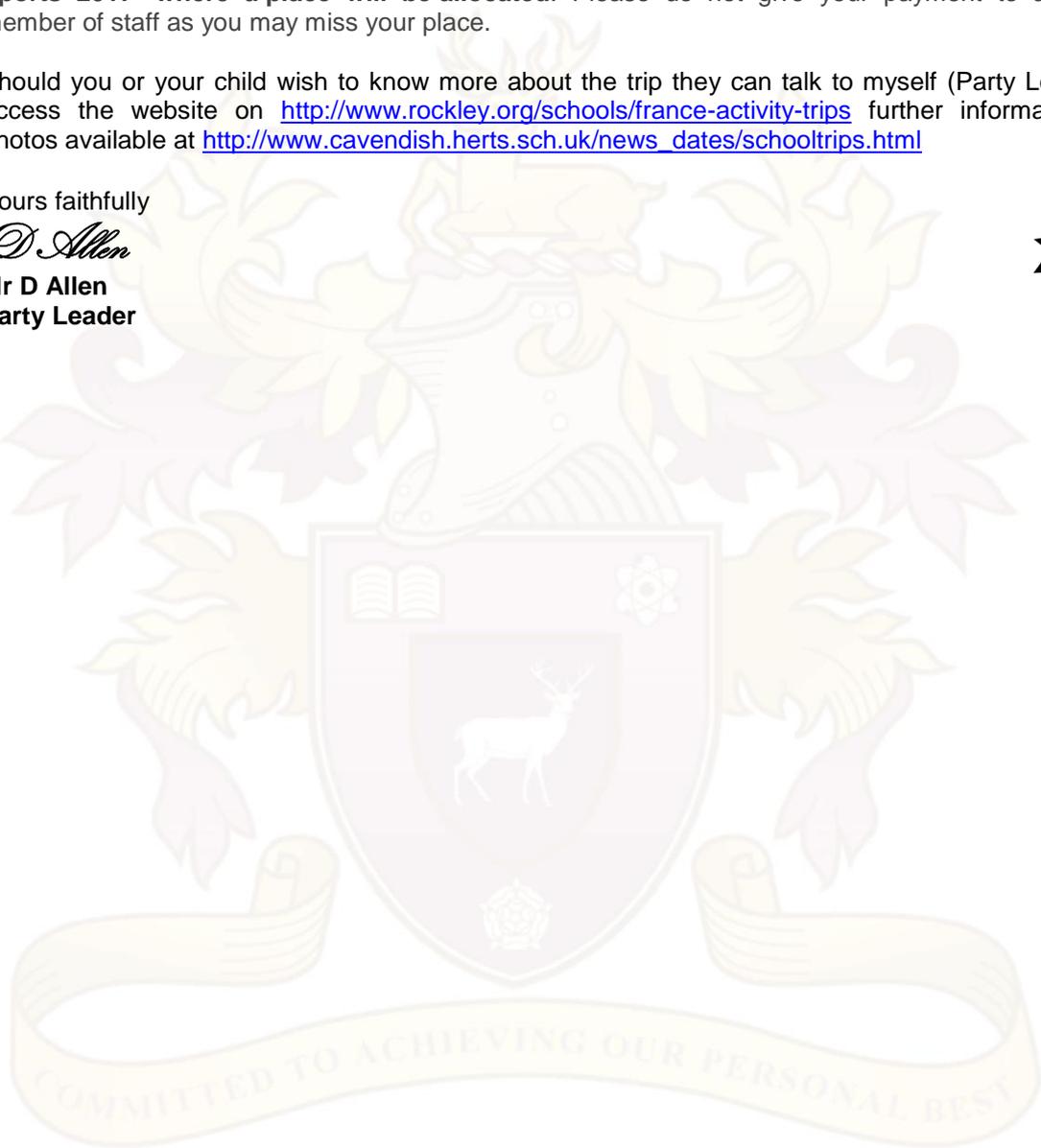
All payments must be taken to Student Services with a clearly marked envelope 'Rockley Water Sports 2017' where a place will be allocated. Please do not give your payment to any other member of staff as you may miss your place.

Should you or your child wish to know more about the trip they can talk to myself (Party Leader) or access the website on <http://www.rockley.org/schools/france-activity-trips> further information and photos available at http://www.cavendish.herts.sch.uk/news_dates/schooltrips.html

Yours faithfully

D. Allen

**Mr D Allen
Party Leader**





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Rockley Water Sports Trip – Summer 2017 – Please return to Student Services

I would like _____ (name) _____ (form) to take part in the Rockley Water Sports trip to France between 16th – 23rd July 2017. I enclose a non-refundable deposit for the sum of £80 and the post-dated cheques.

This cost is an accurate estimate of the total cost of the trip. To ease the administration at the end of the trip we are asking your permission to treat any small surplus as a contribution to the trip fund.

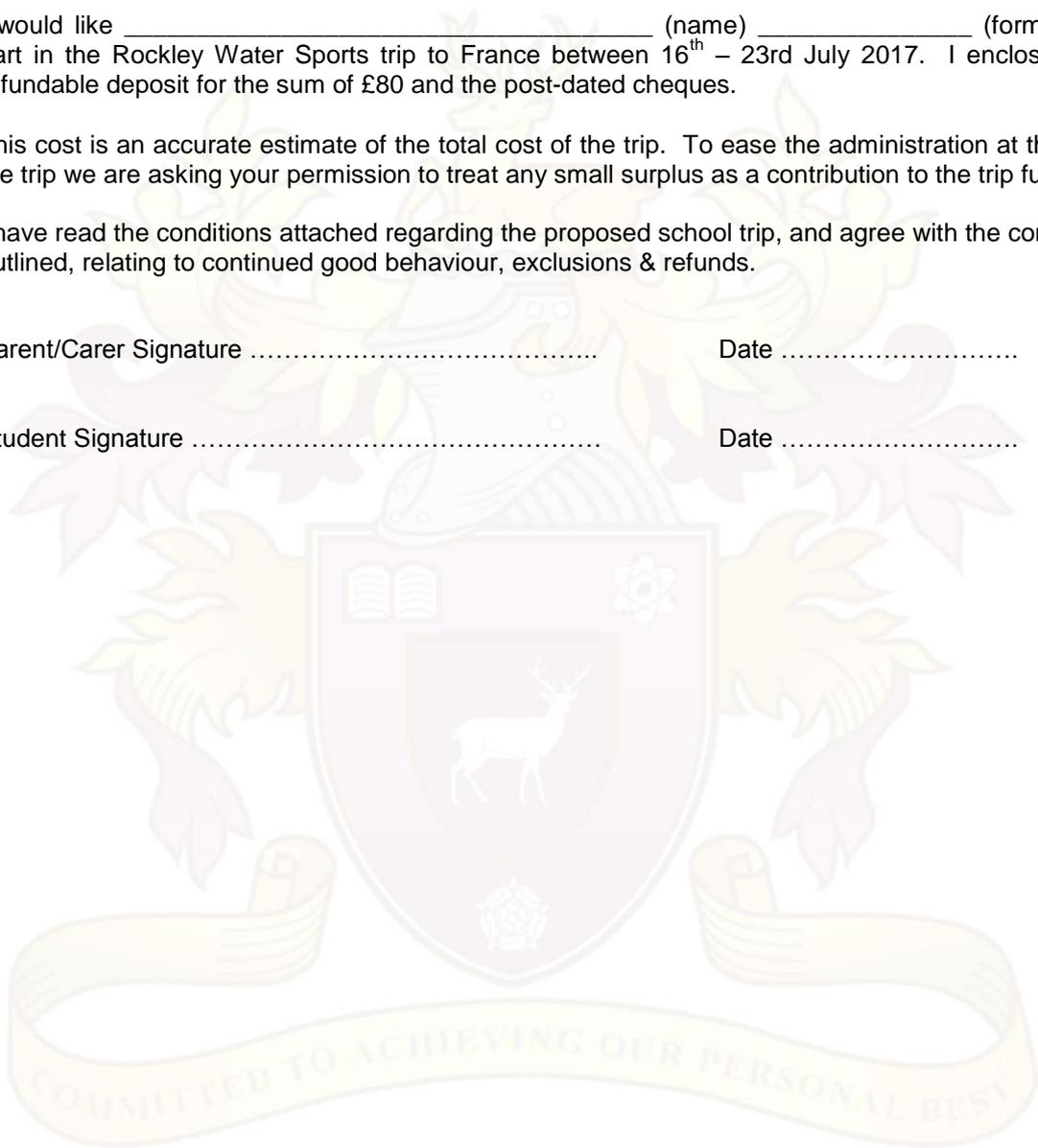
I have read the conditions attached regarding the proposed school trip, and agree with the conditions outlined, relating to continued good behaviour, exclusions & refunds.

Parent/Carer Signature

Date

Student Signature

Date





The Cavendish School

Title of School Trip: Rockley Water Sports – July 2017

I would be grateful if you could read through the following points listed below, which relate to the proposed school trip that your child has expressed an interest in. If after reading through the conditions, you still wish for your child to participate in the trip, then please complete the reply slip below & return it, with appropriate payment, to Student Services.

1. It is essential that you stick to the payment schedule outlined in **the original letter**, as we have to make regular payments to the Travel Company to secure the original price that the trip was offered at. It would be really useful if you could send in a series of post-dated cheques for the 1st of each month as outlined in the payment schedule. The Finance Office **WILL NOT** cash the cheques until the payment date. If you miss any payment deadlines, then it is vital that you contact the school Finance Office to explain your situation or reasons for missing a deadline. Failure to do so, may put your child's place on the school trip in jeopardy.
2. If you withdraw your child from the trip for any reason, unless it is due to a legitimate reason that is covered by the insurance certificate, - i.e. if your child has an illness or suffers from an injury – then the payments made up to this date will not be refundable. This is due to the fact that we have to make financial payments to the Travel Company, and if children are withdrawn then the school loses any payments already made, and indeed we may get charged an additional cancellation fee. In essence what I am saying to you, is that if your child suddenly decides at a later date, after payments have been made, that they do not want to go on the school trip anymore, then the school is unable to make any refunds, and parents must cover any penalty charge made by the Travel Company, to the school.
3. If your child is excluded from school, due to inappropriate or dangerous behaviour, then the school reserves the right to withdraw the child from the trip, and no refund will be given. However the school will exercise its right to use their discretion in this matter.

In essence therefore, it is absolutely crucial that yourselves, and your child clearly understand the importance of good behaviour around the school, and in accordance with general school rules and the school code of conduct.

There is an enormous amount of responsibility placed upon myself, and the other staff accompanying the school trip, with regard to looking after ALL of the children on the trip. We need to know that students can be trusted to behave themselves in this country, in this country, before we can take them abroad to a foreign country to take part in a school trip. I hope that you can appreciate this, and your continued support in reinforcing this to your child would be much appreciated.

4. It is a requirement that every member of the school trip has his or her own passport & medical European Health Insurance card. If your child does not have any of these forms, then please could you take the appropriate action to secure them **WELL** in advance of the trip commencing. I shall be collecting them all in, **4 weeks** before we depart for safe keeping. This allows us to make sure that the relevant details are correct and up-to-date, as well ensuring that no-one forgets to bring the documentation on the departure day. All documentation will be kept in the school safe until the day of departure.