

Dear Parents, Carers, Pupils,

June 2017

The MFL faculty will be running a trip to Normandy, France in July 2018 for students in Year 7. This trip will include opportunities to practise French learnt in year 7 but will also provide valuable cultural experiences. Students will explore the towns and markets in the area as well as undertake activities at the "Chateau de la Baudonnière", for example aeroball, orienteering, photography, climbing and archery. All activities are supervised by fully qualified and experienced staff and there is a maximum of 12 students per activity. The centre has had an excellent safety record since it opened in 1994 and we have been taking students here for 6 years. We will be staying at a youth study centre which offers good accommodation, a lovely setting near the bay of Mont St Michel and a variety of possible excursions.

We shall leave on Saturday 14th July and return on Thursday 19th July 2018. The price of £490 will include travel by executive coach, full board accommodation at the centre, all activities, insurance and the collective passport (your child does not need to hold an individual passport). It does not cover personal pocket money.

In order to help you with payment, the sum has been divided into five payments, which can be paid on Wisepay:

First payment	£100	Before 14 th July 2017	Non-refundable deposit
Second payment	£110	1st October 2017	
Third payment	£110	1st January 2018	
Fourth payment	£85	1st February 2018	
Fifth payment	£85	1 st March 2018	

For all methods of payment, the slip below must be returned to the finance office in order to reserve the place. For other payment methods please contact the Finance Office.

If you would like your son/daughter to take part, and have read the conditions on the reverse of this letter, please complete and sign the slip below and return it in an envelope clearly marked with the trip title and pupil's name, to **Student Services** by **Friday 14th July 2017**. If you require any further information, please feel free to contact me at d.archer@cavendish.herts.sch.uk

Yours sincerely,

Deborah Archer

Deborah Archer
Trip Leader, Modern Foreign Languages

To **Student Services** before **Friday 14th July 2017** - Place in envelope clearly labelled with "Year 7 Normandy Experience 2018" and student's name.

I would like my son/daughter to take part in the trip to **Normandy 14th – 19th July 2018**.

Tick box to use Wisepay

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

I have read the conditions regarding the proposed trip and agree to those conditions, relating to continued good behaviour, exclusions and refunds.

Name of pupil: Form: Signature of Pupil:

Name of Parent / Carer: Signature..... Date.....

Parental Contract for Residential School Trip

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 wish for your child to participate in the trip, then please ask your child to also sign the slip before returning 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. The finance office **WILL NOT** cash the post dated cheques until the payment date. Your child will be given a payment card which will be signed by the finance office / student services every time a payment is made, so you have a record of how much you have paid. If you miss any payment deadlines, it is vital that you contact the school finance office to explain your situation or reasons for missing the dead line. 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 – 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 any more 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 ill or injured and not in school, and thus unable to participate on the school trip, then in order that a refund can be made, it is essential that a medical certificate is provided covering the dates of the school trip.*
- 4) 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 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. The code of conduct and behaviour code is in the student planner. However if you would like another copy, please contact the school, via Student Services and they will be happy to provide one.

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 they can be trusted to behave themselves in school, in familiar surroundings before we can take them to a different environment, to take part in a residential school trip. I hope that you can appreciate this and your continued support in reinforcing safe, sensible and appropriate behaviour at all times to your child would be much appreciated.