



Dear Parent/Guardian

The Cavendish School

17<sup>th</sup> November 2017

**Day Trip to France for Year 8 students – Friday 18<sup>th</sup> May 2018**

We are now organising a day trip to France for Year 8 students on Friday 18<sup>th</sup> May 2018, travelling by coach from school. We place great value on this cultural experience, especially if your child has not been abroad before. This year we shall be going to La Fortresse de Mimoyeques, the old town of Boulogne, Becasuc sweet factory and visiting Cite Europe.

The cost includes the group passport (your child does NOT need their own passport unless they are not of British nationality), identity cards, insurance and entrance fees and the total for the day will be £75.00. The cost does not include meals or spending money. In order to help you with payment, the sum has been divided into two payments, which can be paid on *WisePay* or by cash/cheques made payable to The Cavendish School.

First payment: £40 by 15<sup>th</sup> December 2017 (deposit)  
Second payment: £35 by 1<sup>st</sup> February 2018

We shall issue further details as soon as we have definite numbers, so if you would like your child to take part in this trip and have read the conditions on the reverse of this letter, please complete and sign the slip below. Place the slip in an envelope, clearly marked with the trip title and the student's name and return it to **STUDENT SERVICES by Friday 15<sup>th</sup> December 2017**. Selection will take place if necessary after this date.

Yours sincerely

*D. Archer*

Mrs D. Archer  
**Modern Languages Teacher and Trip Organiser**

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Please return slip in an envelope to **Student Services** no later than **Friday 15<sup>th</sup> December 2017**.

Students Full Name :..... Tutor Group :.....

I give permission for my son/daughter to take part in the day trip to France on Friday 18 May 2018 and agree to make the payments on or before the given dates.

- I enclose the **deposit** of £40. – which is non-refundable if the trip goes ahead.
- I have paid online using *WisePay*
- I have read the conditions attached regarding the proposed school trip, and agree with the conditions outlined, relating to continued good behaviour, exclusions & refunds.

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.

**Parent/Guardian**

**Signed:**..... **Date:**.....

**Student**

**Signed:**..... **Date:**.....

## Parental Contract for 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 complete the reply slip below & return it, with appropriate payment, to Student services reception.

1. It is essential that you stick to the payment schedule outlined in the original letter, as we have to make payments to the organising company in advance of the date the trip takes place, in order to secure the original price that the trip was offered at.
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 Organising 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 Organising Company, to the school.
3. *If your child is ill or injured & not in school on the date of the trip, & thus unable to participate on the school trip, then in order that a refund **may** be made, it is essential 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.

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 school, in familiar surroundings, before we can take them to a different environment, to take part in a school trip. We, therefore, ask for your continued support in reinforcing safe, sensible and appropriate behaviour at all times to your child.

