



To Parents/Carers of Year 8 Pupils

3rd October 2018

Dear Parent/Guardian,

Proposed Year 8 Barcelona Trip
Monday 8th July – Friday 12th July 2019

I propose to take the Year 8s on a residential trip to Barcelona, in July next year. The trip has proved very successful in the past and involves an array of activities that your child is sure to enjoy. Some of the highlights of this week include: a trip to the famous Sagrada Familia; a visit to La Rambla, as well as relaxing and enjoyable beach activities.

The total cost of the trip will be **£738** per pupil. This will include all travel costs, which will be a coach journey in an air conditioned coach, insurance, accommodation, all meals and use of the onsite swimming pool.

Due to the popularity of this trip in previous years, it will be on a first come, first served basis. If you would like your son/daughter to participate in this trip, you will need to pay the deposit of £215 by 19th October 2018. This can then be followed by five further instalments of £104.60. The payments should be paid via ParentPay. All money should be received by Friday 26th April 2019

Please make payments via Parentpay or alternatively, contact our finance department. Please note that this deposit is non-refundable, unless the trip is cancelled by us due to lack of support.

The Governing Body acknowledges that the cost of this trip may inhibit some pupils from being able to take part. If you would like your child to be considered to receive financial assistance towards meeting the cost of the trip, please complete and return a Financial Assistance Request Form by Friday 19th October 2018. Forms are available from the school office.

Once you have returned the deposit and permission slip, you will receive further information, and a pre-visit meeting will be held nearer the event.

We hope very much that your son/daughter will want to take advantage of this opportunity but fully appreciate that these kinds of activities do not appeal to all pupils. Please discuss the trip with your child to establish if this is the kind of activity that he or she would enjoy. Please contact me if you have any queries regarding the visit.

Yours sincerely,

Mairead Gibbons
Teacher of English, EAL Coordinator and Year Leader for Year 8

Financial Conditions

Places will only be booked for pupils/students where a signed permission slip has been returned and the required deposit paid. The deposit is **non-refundable**.

Your child will not be able to attend the trip if you owe money to the school for any reason, such as for previous trips or instrumental lessons.

The cost of the trip must be in **paid in full** to the school with cleared funds before the departure date, otherwise your child will not be able to attend the trip.

If you book a place for your child on the trip and subsequently decide to cancel it, you will be required to inform the Trip Leader in writing and to pay the amount indicated in the table below. These are the charges that the school will incur for amending the booking, due to cancellation.

This is not a penalty levied by the Governing Body.

Deadline for written notice of cancellation to be given to Trip Leader	Amount to be paid per person cancelling
Friday 19 th October 2018	£215
Friday 25 th January	£319.60
Friday 12 th April 2018	£738 (100% of trip cost)

Should you believe that your personal circumstances require special consideration if you have to cancel your child's place on a trip, please discuss this with the Trip Leader.

**Saint Cecilia's
Church of England School**

**Proposed Year 8– Barcelona
Monday 8th July to Friday 12th July 2019**

To: Miss Mairead Gibbons, Year Leader for Year 8

Pupil's Name: _____ Mentor: _____

I give permission for my child to attend the proposed school journey.

I confirm that I have read and understood the Financial Conditions.

I have arranged for a ParentPay payment of £215 to be made on _____ (date).

Signed (Parent/Carer): _____ Date: _____

* Delete as appropriate.

Please return this form to Reception by Friday 19th October