



To Parents/Carers of Year 9 Pupils

7th November 2018

Dear Parent/Carer,

Proposed Year 9 - Ardeche Trip
Sunday 7th July – Friday 12th July

We propose to take the Year 9's on a Residential Trip in July next year. The trip is to Ardeche, France and involves various activities such as, 2-day canoe descent, rock climbing and cliff jumping plus many more. It is our hope that the whole year group will be able to attend.

The total cost of the trip will be **£626** per pupil. This will include all travel costs, which will be a coach journey in an air conditioned coach, insurance, accommodation, all meals included and use of the onsite swimming pool.

If you would like your son/daughter to participate in this trip an early bird deposit can be made of £100 immediately to register your interest, this is needed by Friday 30th November, followed by five payments of £105.20. The payments should be paid via ParentPay.

All money should be received by Wednesday 1st May 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. 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,

Louise Thompson
Teacher of History and Head of Year 9

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 30 st November 2019	£100
Monday 4 th February 2019	£310.00 (50% of trip cost)
Wednesday 1 st May 2019	£626.00 (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 9 – France
Sunday 7th July to Friday 12th July 2019**

Miss Louise Thompson, Year Leader for Year 9 and Teacher of History, via Reception

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 made a payment of £100.00 via ParentPay on _____ (date).

Signed (Parent/Carer): _____ Date: _____

* Delete as appropriate.

Please return this form to Reception by Friday 30th November