

CWO/avt
25 April 2018

Dear Parent(s) / Carer(s)

**Trip No: 4115 - Optional Residential Overseas Trip Out of School Time to France
26 – 29 October 2018 – Various Years (Named Students Only)**

I am writing to advise of an exciting opportunity to experience food, cooking and hospitality whilst visiting the beautiful historical city of Lille. We will depart on 26th October and return on 29th October 2018 staying in the 3* Comfort Hotel in Lille.

The total cost the trip will be £449.00 including a non-refundable deposit of £150.00 to be paid by 11th May with a second payment of £150.00 to be paid by 4th June and final payment of £149.00 to be paid by 6th July. The cost of the trip includes transport to and from The John Warner School by coach and ferry crossing, continental breakfast / lunch and evening meals. Please be aware that drinks are not included.

Additionally, included in the cost:

- Trip to Flanders nougat factory with tour and samples
- Cooking lesson with tasting
- Guided tour of the famous Wazemmes market with tasting
- Insurance

I will arrange a trip meeting nearer the time where a deposit of 20 euro will need to be paid as a deposit towards breakages, which will be returned if no breakages occur.

As this trip is overseas, all pupils will need their own up-to-date passport¹ and EHIC Card (www.ehic.org.uk).

If you would like your child to go on this optional trip, [please follow this link to complete the consent and payment form](#) (website: Home/Parents/Forms) or return the slip attached to this letter indicating your preferred method of payment. Please note that all trips will be allocated on a first-come, first-serve basis, places will not be confirmed until your payment is received; we therefore recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. Once a place is confirmed, you will be liable for all costs incurred by the school up to the point of cancellation.

¹ Some countries have an immigration requirement for a passport to remain valid for a minimum period (usually at least six months) beyond the date of entry to the country. Therefore please can you ensure your passport is in good condition and valid for at least 6 months at the date of your return. This is a requirement of the country concerned, not the UK Passport Service. Any questions should be addressed to their Consulate or Embassy.

Please be aware that the school reserve the right to refuse a place on this trip for any pupil whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Georgette Knights on 07741559124 or Mr Oliver Price on 07741559129.

Yours faithfully

Mrs C Wotton

Lead Practitioner for Vocational Education

Mrs G Knights

Assistant Head: Director of Finance &
Resources

Encl.

Reply Slip

**Trip No: 4115 - Optional Residential Overseas Trip Out of School Time to France
26 – 29 October 2018 – Various Years (Named Students Only) (CWO)**

If you wish to complete this reply slip electronically, then please complete the [consent and payment form](#) available to download from the school's website.

Student's Name: _____

Form: _____ Date of Birth: _____

Does your child suffer from any medical conditions? Yes No

Will this medical condition affect them taking part in the activities? Yes No

If yes, please give details including treatment that they currently receive for this/these medical conditions: _____

Enter any known allergies to drugs, medicines or food and/or special dietary requirements:

Has your child been immunised against tetanus? Yes No

Please provide us with two emergency contact numbers:

Number: _____ Relationship to Student: _____

Number: _____ Relationship to Student: _____

For overseas visits only, please confirm that you have included:

Copy of Passport included Yes No

Copy EHIC included Yes No

Declaration

I agree to my child taking part in the above mentioned visit and to their participation in the activities to be undertaken during the day. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate in this visit. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

Payment Method – £150.00 non-refundable deposit

- Wise Pay (via Internet)** Preferred payment method. If Wise Pay is showing that the trip is full, please contact the Finance Department in the first instance.
- Debit or Credit Card.** If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please call the school 01992 462889 and ask to be transferred to the Finance Department.
- Cheque.** If paying by cheque, please ask your child to hand payments directly to the finance office. Cheques should be made payable to The John Warner School.

All outstanding payments must be with the school a minimum of four weeks prior to the start date of the trip unless an earlier payment date is stated on the original letter.

Signed: _____ **Date:** _____
Parent / Carer