



22<sup>nd</sup> March 2019

Dear Parents/Carers

**Re: Spanish Trip to Cartagena, Murcia, Wednesday 15<sup>th</sup> – Sunday 19<sup>th</sup> April 2020**

I would like to invite your son to participate in a trip to Spain in April 2020.

Whilst in Spain, students would stay near Cartagena, Murcia at an activity centre called 'Arbolar', which is located on the beautiful beach at Mar Menor. During the visit, students will have Spanish lessons as well as participating in a range of activities led by staff at the centre, who are native Spanish speakers. These activities may include learning how to kayak, sail or windsurf with a qualified instructor, and learning how to play a range of beach sports – all through the medium of Spanish. Students would also visit local towns and villages where they can practise their Spanish with local residents and explore museums and other places of local interest. A range of workshops will also be available, led by the 'Arbolar' team, such as learning how to cook paella and salsa dancing.

The accommodation at the centre is full board, and therefore students will receive all food and drinks at each meal throughout their stay. All of the activities mentioned above are also included in the price, as well as flights and transfers, and therefore the only additional money students may wish to have would be a small amount of pocket money for snacks, extra drinks and souvenirs. The cost of this trip will, therefore, be approximately £550.

Because this trip falls into the category of beneficial rather than essential educational excursion, attendance is not compulsory. As spaces are limited, these will be allocated upon receipt of the attached consent form on a 'first come first served' basis. The completed consent form is to be taken to the main school office/reception, where it will be time stamped. Once the available places have been assigned, those successful in securing a place on the trip will be contacted to make their initial deposit of £100 via ParentPay. Should a deposit subsequently not be received, your child's place on the trip is not guaranteed and a student on the waiting list will be contacted. Any student who does not manage to secure a place on the trip initially due to over-subscription but does return a consent form to the office, will be placed on a reserve list and will be contacted should a place become available.

As a school, we are very proud of the amazing behaviour we see from our students when they go on visits outside of school. Should a student who secures a place on this trip demonstrate behaviour which is not in line with our high expectations prior to the trip taking place, their place on the trip will not be guaranteed and a student on the reserve list may be offered the opportunity to attend instead.

After the initial deposit of £100, the payment schedule will be as follows: £150 by 1<sup>st</sup> June 2019, £150 by 16<sup>th</sup> September 2019 and the remaining balance (exact amount to be confirmed, but approximately £150) by 6<sup>th</sup> January 2020. It is important that you are aware students will not be permitted to go on the trip without a signed consent form even if payment has been made.

Consent forms should be returned ASAP in a sealed envelope to the School Office as places are being given on a first come first served basis. Should there still be places available, the final day on which consent forms will be received for this trip is Friday 29<sup>th</sup> March 2019. (Please remember however, that places will be fully secured upon receipt of a £100 deposit should your son be allocated a place). No responsibility will be taken for envelopes lost because they are not handed over at the earliest opportunity.

Shortly before the trip, there will be a parents meeting and I will be asking for full and up-to-date medical details as well. I hope that you can see what an exciting opportunity this would be for your son and look forward to taking him to learn more about the culture of such an interesting country.

Yours sincerely

Mrs Catherine Gisby

Assistant Headteacher

Please complete the reply slip and return to the School Office ASAP, but no later than Friday 29<sup>th</sup> March 2019. Places on this trip will be allocated upon receipt of a completed consent form to the main school office, on a 'first come first served' basis. Places will then be confirmed upon receipt of a £100 deposit which must be made via ParentPay. (You will be notified of when to pay this, should your child secure a place on the trip)

**Re: Spanish trip to Cartagena, Murcia, Wednesday 15<sup>th</sup> – Sunday 19<sup>th</sup> April 2020**

Son's name: \_\_\_\_\_ Year: \_\_\_\_ Tutor Group: \_\_\_\_\_

I wish my son to take part in the above visit and am able to pay a £100 deposit via ParentPay when requested to do so

My son is registered with KCC for free school meals.

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities present. I agree to the School providing relevant medical information to the Centre and will ensure that up to date medical information is provided before the trip commences.

I accept that, should the outing have to be cancelled for reasons beyond the School's control, including industrial action by outside agencies or adverse weather conditions, refunds will only be made in so far as the school can claim reimbursement. I also accept that, where the school has incurred prior costs, monies already paid as full or part payment will be non-refundable if a student wishes to withdraw voluntarily. The only exception to this rule will be for compassionate reasons, when the Headteacher will have full discretion over reimbursement.

I acknowledge the need for my son to be responsible and behave appropriately. I understand that photographs/video may be taken during the activities on this visit and I give my consent for my son to be photographed/videoed on this occasion.

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

In an emergency please contact: Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Does your son have any special medical needs or dietary requirements? Please give details below. Please inform the group leader as soon as possible of any changes in medical or other circumstances prior to the visit.

Pre-existing medical conditions/dietary requirements: