



John Colet School

www.johncolet.co.uk

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7th September 2018

Dear Parent/Carer,

Year 7 trip to Normandy in July 2019 – Focus Week 2019

We are proposing to take a group of students to Bayeux Normandy in July 2019. The trip will take place from Monday 8th July until Friday 12th July 2018.

The trip will be language based but will include a cultural aspect too, with visits to: Honfleur; the Normandy Landing Beaches; Pegasus Bridge, the Bayeux Tapestry and Festyland. The cost of the trip, based on **60** students accompanied by 6 staff, will be **£400.00**. The cost will cover accommodation, meals, travel, activities, administration and insurance. Please note that the trip is unlikely to proceed unless parents undertake to pay the £400.00 in full.

In addition please note that your child will require a current passport and an EHIC card which is obtained free of charge via the internet at www.direct.gov.uk

If you would like your son/daughter to participate please complete the reply slip below and return to the Finance Office along with your deposit of **£65.00** by **Friday 21st September 2018**. The preferred method of payment is via www.pmx.parentmail.co.uk using a debit or credit card by selecting '**Normandy 2019**' under the Shop/Payments section. Alternatively, payment can be made by cheque payable to **John Colet School Fund** and returned to the Finance Office **between 8.00-8.30am**. It would be helpful if you could also write the student's name, tutor group and Normandy 2019 on the reverse the cheque.

The remaining balance of £335.00 will be payable in the following instalments: £35.00 by Friday 5th October 2018, £70.00 by Friday 2nd November 2018, £70.00 by Friday 7th December 2018, £50.00 by Friday 4th January 2019, £50.00 by Friday 1st February 2019 and £60.00 by Friday 1st March 2019.

Please note:

It is essential that the reply slip is returned to the Finance Office by the deadline to ensure your son/daughter is included in the selection process.

Deposit cheques will not be banked until sufficient numbers to make the trip viable have been confirmed.

Should the trip be oversubscribed, a draw will take place and those not selected will have their payment returned and be placed on a reserve list in the order in which they were drawn.

Once places are confirmed, deposits for the selected participants will be non-refundable.

Please be aware that any student who is placed on report may be withdrawn from the trip by the school and will have any monies paid refunded providing another student can take their place.

Please note that in the event of your son/daughter withdrawing from the trip, payments will only be refunded if another student is able to take their place.

We would not want any student to be unable to take part because of financial circumstances, therefore, if you are eligible for Pupil Premium funding please contact Mrs Abslom at labslom@johncolet.co.uk.

If you have any questions please do not hesitate to contact me by e mail isimpson@johncolet.co.uk

Yours sincerely

Ms Isabelle Simpson (Party Leader)

Normandy 2019

Please return to the Finance Office by Friday 21st September 2018 between 8.00 - 8.30am

I give permission for my son/daughter to attend the trip to Normandy in July 2019.

Name:..... Form:.....

I have paid via Parentmail (PMX)

Please find enclosed a cheque for **£65.00** payable to John Colet School Fund, with student name and Normandy 2019 on reverse of cheque.

I also agree to pay remaining instalments of £35.00 by Friday 5th October 2018, £70.00 by Friday 2nd November 2018, £70.00 by Friday 7th December 2018, £50.00 by Friday 4th January 2019, £50.00 by Friday 1st February 2019 and £60.00 by Friday 1st March 2019

Parent/Carer Signature Date.....