



St Katherine's School



CATHEDRAL
SCHOOLS
TRUST

12 November 2019

Dear Parent /Carer

PARIS 2020 6 – 10 JULY 2020

The Paris trip for Year 7 students has always been a great success and St Katherines is very proud to be able to take students on a week of cultural discovery and wonder. It is a great enrichment opportunity that our students always enjoy. Next July, our itinerary will include visits to the most famous landmarks in Paris: the Eiffel Tower, the Sacre Coeur and Montmartre and the Stade de France. Students will enjoy dinner in a typical French creperie. To finish, their efforts in using French in various activities over the week will be rewarded by a day in Disneyland Paris Theme Park.

The cost of the trip is £553. This includes travel, entry to all venues and food. In order to secure a place on the trip, please pay £140 non-refundable deposit via ParentPay; complete and return the Essential Information form and sign and return the Terms and Conditions, by **Friday 29 November**.

Please note that places on this trip are limited and will be allocated on a first come first served basis. The trip will be available on Parentpay from **mid-day on Monday 18 November**.

We have broken down the rest of the payments over the year (please see the Terms and Conditions attached). However, should you wish to pay in one payment this can be arranged.

The viability of the trip does depend on all students who have booked a place participating. If, due to exceptional circumstances, you feel you must withdraw your son/daughter you must contact me urgently to discuss the circumstances. Please be aware that should you withdraw your child after Wednesday 1 April 2020, the full amount of the cost of the trip is non-refundable and you remain liable for any outstanding payments. Students will only be able to participate if full payment has been received. Please be aware that any student whose behaviour is deemed unacceptable during the year will not be allowed to participate in this trip.

Finally, if you have any queries at this stage concerning this residential experience then please do not hesitate to contact me on andrewse@skdrive.org or 01275 373737.

Yours sincerely

E. Andrews

Esther Andrews
Trip Leader

Headteacher: Justin Humphreys

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St Katherine's School @stkathsschool



PARIS 2020 - TERMS AND CONDITIONS

Payment

A deposit of **£140** must be received by **Friday 29 November 2019**. This is non-refundable and in conjunction with the return of the completed Essential Information Form and a signed copy of this document, is the point at which your child's place is confirmed. Parentpay will be available from **Monday 18 November** at noon. You will be required to use ParentPay to pay the remaining balance and to help spread the cost of the trip, a schedule is set out below.

Cost	Deposit by 29 Nov 2019	1 February 2020	1 March 2020	1 April 2020
£553	£140	£138	£138	£137

If the interim payments are not met, this does not constitute a request to withdraw your child's place from the trip. You must notify the school in writing at the earliest opportunity if you have any problems making these payments.

These monthly instalments have been set to ensure that the balance is paid by 1 April 2020; however, you can pay the balance in full at any time.

We expect the trip to be paid in full by 1 April 2020 to ensure we can fulfil our contractual payments to the tour operators.

Cancellation

Cancellation must be received by the school in writing. Cancellation costs are set out below:

Before 31 March 2020

- Loss of deposit

Between 1 April 2020 – and date of departure
except in exceptional circumstances and agreed with the school in writing.

- 100% of total costs

Medical and Emergency Contact Information

Your child will not be allowed to participate in any out of school activity without the signed Essential Information Form which accompanies the trip letter. It is your responsibility to inform us of any changes to the information on this form prior to the departure date.

Insurance

All trips are fully insured by the school journey insurance. If your cancellation falls within the terms of the policy, the insurance may cover these charges.

If your child is unable to take up their place due to a medical condition, we will need confirmation in writing from your GP. Please contact us before you obtain this information.

Electronic items such as cameras, iPods, mobile phones and games consoles are not covered by the school insurance. These are taken at the owner's risk.

Passport and EHIC cards

Students will be traveling under their own passport and therefore require an in date passport for this trip. All students are required to have EHIC card (European Health Insurance Card). You can apply for this online – visit the Department of Health website for details; by phone – call 0845 606 20 30 or by post – pick up the EHIC form at a Post Office.

Behaviour

The school reserves the right to remove from any trip/activity a student whose behaviour has given cause for concern at any stage during the year.

If a student does not meet our expectations during the trip, arrangements will be made for him / her to return before the rest of the group. The parent/carer will be responsible for any expenses incurred. The cost for any property damaged due to the carelessness /misconduct of a student will be the responsibility of the parent/carer.

Student: _____

Tutor Group: _____

Signed: _____
(Parent/Carer)

Date: _____

ESSENTIAL INFORMATION for PARIS 2020

Please complete in BLACK ink

NAME OF STUDENT IN FULL: _____ Tutor Group: _____

DATE OF BIRTH: _____

ADDRESS: _____ Home phone number: _____

Post Code: _____ Email Address: _____

1st Emergency contact name:.....

1st Emergency contact phone number: 1). 2).....

2nd Emergency contact name:.....

2nd Emergency contact phone number: 1). 2).....

ANY OTHER EMERGENCY CONTACT NUMBERS:
(if different from above)

Passport number: _____ Passport expiry date: _____
(if available)

EHIC card expiry date: _____
(if available)

Name of Doctors Surgery: _____

Doctors Telephone number: _____

Medical Card Number:(if known) _____

Date of last Tetanus injection: _____

Any allergies: _____

Any special medical treatment or information the trip leader should be aware of: (please specify)

Please add information if your child has been hospitalised in the last six months:

Any special Dietary needs: _____

My child can swim 50 metres yes no

I give permission for my son/daughter to be filmed/photographed for promotional purposes:
 yes no

DECLARATION:

- i) I AGREE THAT MY CHILD MAY PARTICIPATE IN THIS SCHOOL TRIP.
- ii) I AGREE THAT THE £140 DEPOSIT IS NON-REFUNDABLE.
- iii) I AGREE TO MAKE ALL PAYMENTS DUE IN ACCORDANCE WITH THE SCHEDULE VIA PARENT PAY BY THE DATES SHOWN.
- iv) I UNDERSTAND THAT I MAY ONLY WITHDRAW MY CHILD IN EXCEPTIONAL CIRCUMSTANCES AND WILL DISCUSS THIS WITH THE SCHOOL AND, SHOULD THIS BE NECESSARY, I AGREE TO PAY THE FULL AMOUNT DUE IN ACCORDANCE WITH THE SCHOOL'S TERMS AND CONDITIONS.
- v) I AGREE THAT MY CHILD IS FIT TO PARTICIPATE IN THE ACTIVITIES TO BE UNDERTAKEN.
- vi) I GIVE PERMISSION FOR ANY DENTAL OR MEDICAL TREATMENT WHICH MAY BE NECESSARY WHILST MY CHILD IS AWAY FROM HOME.
- vii) I AGREE TO INFORM THE SCHOOL IMMEDIATELY IF THE DETAILS ABOVE CHANGE IN ANY WAY.
- viii) I HAVE READ AND AGREE TO THE SKI TRIP CONTRACT

SIGNED: _____ DATE: _____
(Parent/Carer)

PLEASE RETURN TO THE STUDENT SUPPORT OFFICE BY FRIDAY 13 DECEMBER 2019