



**Central Lancaster
High School**

Central Lancaster High School,
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July 2018

Dear Parent or Carer

Re: Berlin Trip 2019 - 4th April 2019 until 7th April 2019 inclusive

Thank you for sending in the deposit for your child's trip to Berlin in 2019.

We have put a payment schedule together so that payments can be made in advance of the trip, the deposit of £100.00 has already been received and the balance left to pay is £449.00.

The payment schedule will be as follows:

4 th September 2018	£100.00
1 st October 2018	£100.00
5 th November 2018	£100.00
7 th January 2019	£100.00
4 th February 2019	£ 49.00

All payments must be made online via SCOPAY at this address:

<http://www.lancasterhigh.lancs.sch.uk/parents/scopay-online-payment>. If you require a SCOPAY access code please call the school and we will re-issue this.

Your child will need their own passport to travel abroad and a **valid** EHIC health insurance card. An EHIC health insurance card can be applied for online or in person at the Post Office, please note that there should be no charge for EHIC cards.

Students taking part in the trip will need to have a good record of behaviour and demonstrate that they can obey safety and other rules. Anyone whose behaviour becomes unacceptable now the trip has been booked, may be excluded from the trip or required to return home early; any expenses incurred will be the responsibility of their parents/carers.

Yours sincerely

Ms D Brown
Trip Leader

Headteacher:
Nicola Hall BSc, MA, NPQH

