

June 2024

Dear Parent/Guardian

### **Offer of a Place - First World War Battlefields, Belgium, Trip**

We are pleased to offer your child a place on the Battlefields trip which will go ahead on Thursday, 3 April – Sunday, 6 April 2025. If you decide that you do not want to accept the place, please email me at [m.cauchi@priory.lancs.sch.uk](mailto:m.cauchi@priory.lancs.sch.uk) or indicate this on the reply slip attached so that I may open it up to another pupil.

If you wish to accept the place for your child, please return the reply slip and make the deposit payment of £100 by 18 July. The SCOPay system has been opened for you to make the non-returnable deposit. The deposit will be sent directly to the travel company. If you have any issues with payment, please contact me via the email address above.

The total cost of the trip will be £445, and will need to have been paid by 1 February 2025. We do realise that this payment schedule is a little tight. Please be advised that we will not be able to make returns on payments if you decide to withdraw your child from the trip at any stage.

The payment schedule is:

Deposit of £100	18 July 2024
Payment 2 of £100	18 September 2024
Payment 3 of £100	18 October 2024
Payment 4 of £100	19 November 2024
Last payment of £45	1 February 2025

You may make the payment in full (£445) instead of the initial deposit or, alternatively, we require deposits by the required dates noted above by 1 February 2025 as we must transfer the deposits to the travel company at each stage.

Your child will require a passport with more than six months still valid (we return from the trip on 6 April 2025). If your child's passport is not valid up to that date, please apply for a replacement immediately.

Yours faithfully



**Mrs Cauchi**  
**Humanities Teacher**

*PTO*



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**Visit:** [priory.lancs.sch.uk](http://priory.lancs.sch.uk)



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**REPLY SLIP: OFFER OF A PLACE - FIRST WORLD WAR BATTLEFIELDS, BELGIUM, TRIP**

**(Please return to Mrs Cauchi by 18 July 2024)**

Name of pupil ..... Year/Class .....

**I DO NOT** WISH TO ACCEPT A PLACE ON THE WW1 BATTLEFIELDS TRIP AND YOU MAY THEREFORE OFFER MY CHILD'S PLACE TO ANOTHER PUPIL.

Signed (Parent) .....Date .....

Print Name (Parent).....

**I DO** WISH TO ACCEPT THE OFFER OF A PLACE ON THE WW1 BATTLEFIELDS TRIP AND ...

I agree to make the full payment either as a single payment in full or each of the individual deposits and final payment by the dates outlined in the payment schedule. I accept that I will have to make the full payment by 1 February 2025 and no returns can be made should I wish to withdraw my child.

I will ensure that a valid 'in date' passport is provided for my child.

**I will make an initial online payment via SCOPay\* for the £100 deposit or will make a payment in full of £445 by 18 July 2024.** (delete as applicable)

Signed (Parent) .....Date .....

Print Name (Parent).....

\*All parents have access to SCOPay, the school's online payment facility. If you need a reminder of your login, please email Mrs Cookson, Finance Officer, at [j.cookson@priory.lancs.sch.uk](mailto:j.cookson@priory.lancs.sch.uk). Further information available at [www.priory.lancs.sch.uk/parents/internet-payments](http://www.priory.lancs.sch.uk/parents/internet-payments)