



**Please keep this part of the letter with terms & conditions for reference**

Friday 8<sup>th</sup> November 2019

Dear Parent,

**Year 9 – London Study Tour**

I am writing to offer your son/daughter the opportunity to visit London. The group will depart from school on Monday 6<sup>th</sup> July 2020 and return to school on Wednesday 8<sup>th</sup> July 2020. The main purpose of the trip is to enrich students from both Tarleton Academy and Wellfield High School contextual understanding of aspects of their English course such as Victorian London, WWI poetry and Shakespearean England. We also seek to broaden students' social, artistic and political understanding of British culture.

The cost of the visit will be £360, with an initial non-refundable deposit of £120 to be paid by Friday 22<sup>nd</sup> November 2019. If we do not have enough participants, unfortunately this trip will have to be cancelled. In the event of the trip being oversubscribed, we will allocate places on a first come, first served basis.

**Please note that there are only 30 places for this visit.** Any parents experiencing financial difficulty should contact the school.

Further non-refundable payments will then be required on or before the following dates:

£120 – Friday 17<sup>th</sup> January 2020

£120 – Friday 28<sup>th</sup> February 2020

Included in the cost for this visit is

- 2 nights' bed and breakfast in Hotel
- 2 x evening meals in restaurants
- Other activities included in the cost are visits to Houses of Parliament, British Library, London Dungeons, Tate Gallery and the Imperial War Museum.
- We are also looking at attending a show one evening, tickets to be booked once the trip is confirmed
- Travel insurance

We will be travelling by train from Preston. Times will be advised when we confirm. IBT will be the tour provider. Copies of written risk assessments will be available from school.

I will be the visit leader for the visit and will be accompanied by two members of staff.

**Date:** Monday 6<sup>th</sup> July – Wednesday 8<sup>th</sup> July 2020  
**Time:** Times to be confirmed once train times have been confirmed  
**Cost:** £360 per student  
**Spends:** To be advised at a later meeting  
**Clothing:** Students are not required to wear their school uniform but should wear appropriate clothing with appropriate outerwear

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**Expectations:** As representatives of Tarleton Academy, students shall behave in a polite and considerate manner at all times in accordance with the Academy Behaviour Policy. The decisions and instructions of staff must be entirely respected and followed at all times.

**Medical :** Details of how medication will be collected and carried will be communicated to parents prior to trip departure.

**Please complete the attached permission slip for your child and hand it in to Mrs C Barlow by Friday 22<sup>nd</sup> November 2019.** If a completed permission slip or email (see terms and conditions) has not been received by the due date your child will not be able to participate on this educational visit.

Payment should be made through the online payment system. Further details on the online payment system can be found in Terms and Conditions overleaf.

If you have any questions, please do not hesitate to contact me at the school on 01772 812644

Yours faithfully

*Mrs C Barlow*

Mrs C Barlow  
Visit Leader

## **Educational Visits / Trips Terms and Conditions**

### Payments

All payments are non-refundable. If a student decides not to participate in a reserved visit / trip, cancellation will only be accepted in writing from the parent/carer. The Academy will endeavour to fill places that become available with a suitable replacement but this cannot be guaranteed. If there are insufficient numbers for a trip to go ahead then the trip will be cancelled.

Deposits collected for visits are done so according to the tour operator or booking agencies regulations and are therefore non-refundable in most cases. The terms and conditions of the Tour Operator or Agent will apply.

In the event of the trip being oversubscribed, we will allocate places on a "first come, first served" basis.

All visits based on particular curriculum subjects and necessary to follow the course are funded on a voluntary contributions basis. These contributions are required in order for trips to run. If you have financial difficulties, please do not hesitate to contact the school to discuss further.

Any visit deemed to be a reward trip or not essential to following the curriculum has to be paid for in full.

### How to make Online Payments

- Please log into your account and select the trip and enter the amount due.
- Add the trip to the basket, click proceed to basket, then checkout.
- At checkout you can view your details and then click process payment.
- You are then directed to the secure payment page where you can enter your debit card details and make payment

### Behaviour

All students must adhere to the Academy's Behaviour and Rewards Policy (available on the website). If members of staff have prior concerns about the behaviour of a student or they have been excluded or in the PDC, the Academy reserve the right to exclude or withdraw them from the trip and payments will not be refundable. In the event of a serious behavioural incident, appropriate sanctions will be implemented. It is possible that we may feel it necessary to send a child home. In this unlikely event, parents/carers will be wholly responsible for the financial implications.

If students are not required to wear their school uniform, please ensure that appropriate clothing and outerwear is worn for the visit.

### Consent

If electronic permission and payment (if required) has not been received by the due date the student will not be able to participate on the educational visit or trip. Handwritten notes/letters or verbal consent will not be accepted.

### Transport Arrangements for Visits Returning out of School Hours

If the trip returns to school after the end of the school day, students will not be able to use the normal school bus service and will need to arrange their own transport arrangements to get home.

When collecting students from school please park in the car park at the rear of school and not in the front layby.

### Insurance and Risk Assessments

Copies of Risk Assessments are available from school.

Please note that this visit is covered by Tarleton Academy's Risk Protection Arrangement. If you feel that you require additional insurance, you will need to make separate arrangements.

### Residential

Prior to the trip a Behaviour Contract will need to be agreed to and signed by the parent/carer, the student and the trip leader.

For foreign trips, all students will require a valid passport and a valid "European Health Insurance Card" (EHIC), which is free and available by ringing 0845 606 2030 or online at [www.ehic.org.uk](http://www.ehic.org.uk).

For non UK Passport Holders it is the parent's responsibility to ensure that students have all relevant documentation (including visas where applicable) to allow them to travel to the intended destination and to return to the UK.

### **NOTE**

***Some trips may require passports to be valid for 6 months before the departure date. This will be confirmed in the letter prior to issue.***

**TARLETON ACADEMY  
PARENTAL/CARER PERMISSION SLIP**

*Please return this form to Mrs C Barlow  
by Friday 22<sup>nd</sup> November 2019 at the latest*

**Name of Student:** \_\_\_\_\_ **Tutor Group** \_\_\_\_\_

**Educational Visit to:** London English Curriculum Trip

**Date and time:** Monday 6<sup>th</sup> July – Wednesday 8<sup>th</sup> July 2020

I permit my child to participate in the above educational visit.

Please tick and complete (if relevant) one of the following:

I confirm that there is no change to the medical and/or emergency contact information since the last time this was provided to the school.

There has been a change to the medical and/or emergency contact information since the last time this was provided to the school. Please note details below:

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I have made payment for the visit via the online payment system

**Parent/Carer Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_