



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

Dear Parent,

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

**Year 7 Trip to Paris and EuroDisney**

I am writing to offer your son/daughter the opportunity to visit Paris from Tuesday 7<sup>th</sup> to Friday 10<sup>th</sup> July 2020. The main purpose of this trip is to visit a major European Capital City and experience the excitement of a world renowned theme park. The trip will also provide students from both Tarleton Academy and Wellfield High School with an opportunity to develop life skills such as independence, organisation, time-keeping, money management and road safety.

The group will depart from school on Tuesday 7<sup>th</sup> July 2020 and return on Friday 10<sup>th</sup> July 2020. We will be travelling by coach via Ferry and IBT will be the tour provider. Copies of written risk assessments will be available from school.

The cost of this visit will be £500, with an initial non-refundable deposit of £125 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 60 places for this visit.** Any parents experiencing financial difficulty should contact the school.

Included within the cost of this visit

- One day pass to the Disney Park
- Self-guided walking tour of Paris
- Visits to Musee du Louvre and the Eiffel Tower
- River cruise down the Seine
- Travel insurance
- 3 nights dinner, bed and breakfast

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

£125 – Friday 31<sup>st</sup> January 2020

£125 - Friday 28<sup>th</sup> February 2020

£125 – Friday 27<sup>th</sup> March 2020

I will be the visit leader on the trip and will have other members of staff accompanying me.

**Date:** Tuesday 7<sup>th</sup> July – Friday 10<sup>th</sup> July 2020  
**Time:** These will be published once the trip is confirmed  
**Cost:** £500  
**Lunch:** included on outbound and inbound journeys only  
**Spends:** to be advised at a later meeting

*Outstanding education at the heart of the community*

- Clothing:** Students are not required to wear their school uniform but should wear appropriate clothing together with appropriate outerwear
- 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 to be communicated to parents prior to trip departure.

**Please complete the attached permission slip for your child and hand it in to Mr G Evans 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

*Mr G Evans*

Mr G Evans  
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 a completed permission slip 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.

You may also email your consent and medical form to [academytrips@tarletonacademy.org](mailto:academytrips@tarletonacademy.org). Please note for security purposes only a recognised email address from our Management Information System will be used to acknowledge your consent or refusal. The email must confirm any changes to the medical and emergency contact information.

### 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 not covered by the Academy's Travel & Personal Accident Insurance however insurance is included with the cost of the trip. 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 Mr G Evans  
by Friday 22<sup>nd</sup> November 2019 at the latest*

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

**Educational Visit to:** Paris and EuroDisney – Year 7

**Date and time:** Tuesday 7<sup>th</sup> – Friday 10<sup>th</sup> July 2019

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:

---

---

---

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

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

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