



25 May 2018

jja/spw/beijingpmtltr

Dear Parent

## **Yr. 9 – Beijing Exchange – In Beijing from Sunday 28 October – Sunday 4 November 2018**

We are still looking at the costs involved for the exchange to Beijing taking place at the end of October as we are trying to get the best deal on the flights. Although we do not yet have a firm price available at the moment we are aware that time before the exchange is dwindling and we therefore need to put a payment plan in place. In order to secure the flights once determined, we require a deposit payment of £200.00 by Wednesday 6 June 2018 at the latest. Further monthly payments of £200.00 should be made at the beginning of each month, July to September inclusive, with any final balance, if necessary (to be confirmed, once flights have been booked and visas arranged) due at the beginning of October 2018. Our apologies that we cannot give you a definite price at this time.

In case of financial hardship, support is available from the St John's Opportunity Fund and a letter to the Principal will be dealt with confidentially and sympathetically.

Please be aware that the medical information and contact details for your son/daughter that you have supplied for St John's records are printed and taken on the trip by the trip leader and their deputy, in case an emergency arises. They are also supplied to the member of the Senior Leadership Team that is point of contact for the trip. The printouts are destroyed once the trip is over.

*Passport/medical/dietary information for your son/daughter will be requested during the lead up to the trip taking place. By the very nature of the trip this information will be shared with the travel company we have booked through. They in turn will need to share it with the airline company, hotel and other providers as necessary, to ensure your son/daughter can travel and any special needs are met. By making payment for the trip you are giving your consent for all such information and medical and contact details to be used for this purpose.*

**Payment should be made online through ParentPay; you will not need to return the paper permission slip if you pay online.** Payment can still be made by cheque with the completed permission slip at the end of this letter. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students. After the initial deposit you will be able to pay what you like, when you like to meet the payment deadlines. *If you have mislaid your log in details please contact Mrs Shirley Woodburn on 01672 519567 or by emailing [swoodburn@stjohns.wilts.sch.uk](mailto:swoodburn@stjohns.wilts.sch.uk).*

**Payments are generally non-returnable unless the trip is cancelled by St John's. Please be aware that there is no reserve list in operation for this trip. Should the student be withdrawn by parental request after flights have been booked, all costs incurred by St John's due to the cancellation will have to be covered. All such withdrawals should be discussed, in the first instance, with Mrs Shirley Woodburn.**

Please note there will be a 5% Admin charge made for any parental cancellation, unless the cancellation is due to a substantiated medical reason.



**Please be aware that in the case of an insurance claim being necessary, you will be asked to reimburse St John's for any insurance excess paid on your behalf at the time of treatment in resort. Claims for lost/stolen/damaged personal effects will be paid less any relevant excess.**

In order to book the flights, we need your son's/daughter's passport details. Please supply the following information by either completing the slip below, or supplying them as part of the deposit payment on ParentPay. Details required; Name in full as shown on the passport, passport number, date of issue and expiry (in full) and Nationality, if not British. Details about the visa application requirements will follow in due course.

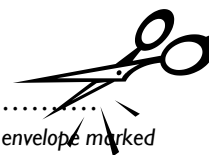
**The organisation of all trips includes a comprehensive risk assessment. The Principal and Trip Organiser may choose to exclude from the trip any students whose behaviour or schoolwork is not satisfactory.**

Deposit payment and permission needs to be received by Wednesday 6 June 2018.

Yours faithfully

**Mrs C Caswell and Mrs J Jimenez  
MFL and International Partnerships**



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*Please return slip and **cheque** payment to the Financial Mailbox in the Atrium by the exit to the Tennis courts. These should be in an envelope marked for the attention of Mrs Shirley Woodburn and the student's name, tutor group, trip/event name, trip date and trip organiser must also be detailed on it. Cheques should be made payable to 'St John's Marlborough'.*

**Yr. 9 – Beijing Exchange – In Beijing from Sunday 28 October – Sunday 4 November 2018  
Trip Organisers – Mrs C Caswell & Mrs J Jimenez**

Student: ..... Tutor Group: .....

1. I give permission for my son/daughter to be included in the above trip.
2. I enclose a deposit payment of £200.00 and confirm I will be making the full contribution by the final payment deadline.

Name as shown of the Passport .....

Passport Number ..... Nationality (if not British) .....

Date of issue (in full) ..... Date of expiry (in full) .....

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

**IT WILL NOT BE NECESSARY TO RETURN THE PERMISSION SLIP IF PAYING ONLINE**