



23 November 2018

rgl/pmt/Y9frentriplr19

Dear Parents

Year 9 French Trip to Limoges 2019 Sunday 16 June - Friday 21 June 2019:

We are very happy to offer Year 9 students a French trip to Limoges in June 2019. It is a unique opportunity to experience life in a French family first-hand, improve your French and potentially make friendships for life! The trip is for students currently in Year 9, as many are preparing for GCSE in Year 10. Mrs Caswell and Mrs Jimenez will be accompanying the students.

Limoges is situated in southwest-central France. Students will be staying with a French family in Limoges and will be attending the Jeanne D'Arc school (Ecole et Collège Jeanne d'Arc) with their French partner. The students will attend lessons and take part in cultural visits in the area. We will be flying directly to Limoges.

At this planning stage, it is anticipated that the cost will be in the region of £250.00 to include all excursions in France, air travel, transport to and from the airport and insurance. Although we hope to keep the cost to that advised, we might have to increase it should exchange rates and flight costs alter significantly. We will of course advise you of any change as soon as we become aware of them and we would offer additional time to pay any increase. Further expenses might include spending money. **Places are limited and names will be drawn from a hat should the trip be oversubscribed.**

The students will be travelling on their own passports and these should ideally be valid for at least six months after the date of return. Students will also require a European Health Insurance Card (EHIC), this can be applied for online at www.ehic.org.uk or by phoning 0300 330 1350, it will be necessary to apply in a parents' name and add your son/daughter as a dependant when applying. If your son/daughter already possesses an EHIC, **please ensure it is valid until after the students have returned from France.**

In order that the trip may take place, it is necessary to ask for an initial, non-returnable deposit of £50.00 by Friday 7 December 2018. A payment schedule for the remaining cost will be confirmed once we have allocated places, but payment in full will be required by the end of February 2019 at the latest. In case of financial hardship, support is available from the Opportunities Fund and a letter to the Principal will be dealt with confidentially and sympathetically.

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.excalibur.org.uk.*

Payments are generally non-returnable unless the trip is cancelled by St John's. Should the student be withdrawn by parental request we will make every effort to fill places from a reserve list, however all costs incurred by St John's due to the cancellation will have to be covered, whether the place is filled or not. All such withdrawals should be discussed, in the first instance, with Mrs Pauline Marshall-Thomas. 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.

Should your son/daughter wish to take part in the exchange, you should pay your initial deposit of £50.00 by Friday 30 November 2018 at the latest as places are limited, returning the permission slip below, if applicable.

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.

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. By applying for a place on the trip, you are giving your consent for this information to be used for this purpose

Yours faithfully

Mrs Jimenez and Mrs Caswell
Key Stage Leader and International Partnerships



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Please return slip and cheque payment to the Financial Mailbox in the Atrium opposite Student Services. These should be in an envelope marked for the attention of Mrs Pauline Marshall-Thomas 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'.

Year 9 French Trip to Limoges 2019
Sunday 16 June – Friday 21 June 2019:

Student: Tutor Group:

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose a voluntary contribution of £50.00 and confirm I will be making the full contribution by the final payment deadline.
3. I understand that there may be no refund due, should my child be withdrawn from the trip by St John's.
4. I accept that I will be liable for all costs incurred by St John's should I withdraw my child from the trip, should it not be possible to replace them with another student. I will also be responsible for any costs incurred in the transfer of places to a replacement should this occur.
5. Please detail any recent medical information that the school may not be aware of;

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Signed: Date:
(Parent)

