



6 June 2018

exk/spw/malagalangtr1018

Dear Parent

Spanish Language Course in Malaga – October 2018

We are organising a trip to the Lexis Language School in Malaga for Yr. 10 – 13 students (current Yr. 9 – 12) studying Spanish and your son/daughter is invited to participate. The trip is designed to boost students' oral and written Spanish skills. Lessons will take place in the morning and during the afternoon they will experience the culture of the region and participate in excursions and entertainment. Mrs Kennedy and Mrs Brady will be accompanying the students.

Travel to Malaga will be by coach and aeroplane. We are hoping to leave from St John's after school on Tuesday 23 October and return on Monday 29 October 2018, however this will be dependent upon flight times and availability, so we may not leave until the morning of Wednesday 24 October 2018 and will then return to St John's on Tuesday 30 October 2018.

It is anticipated that the trip will cost in the region of £645.00 - £660.00 dependent upon the flights. In order to confirm your interest and apply for a place on the trip **an initial deposit of £150.00 should be paid by Wednesday 13 June 2018**. Apologies for the short notice, but we need to book flights as quickly as possible in order to keep the cost to a minimum. Further payments will be confirmed once the exact cost is known, but are likely to be approximately £170.00 per month July to September inclusive. In case of financial hardship, support is available from the St John's Opportunity Fund for students currently in Yrs. 9 and 11 and a letter to the Principal will be dealt with confidentially and sympathetically. For students currently in Yr 12 Bursary Fund grants should be used towards the cost of this trip. In order to qualify for bursary funding attendance needs to be 95% or above and awards are dependent upon household income levels. If your son/daughter has not already applied, an application form can be obtained from Mrs McArdle or Mr England. Proof of household income will need to be supplied to support the application.

Payments are generally non-returnable unless the trip is cancelled by St John's. Should the student be withdrawn by parental request we will make every effort to fill places from a reserve list, however all costs incurred by St John's due to the cancellation will have to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 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.

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.*

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.

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/ferry company, hotel and other providers as necessary, to ensure your son/daughter can travel and any special needs are met. By applying for a place on this trip you are giving your consent for this information to be used for this purpose.

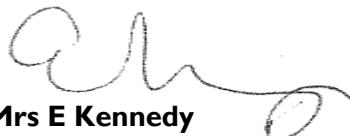
Students will be travelling on their own passports and ideally these should be valid for six months after the trip. Please supply the requested details on the slip below as a matter of urgency, but please do not renew passports for this trip (if necessary) until a place has been confirmed. If paying online the passport details will be requested as part of the payment process.

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.

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.

Payment and permission needs to be received by Wednesday 13 June 2018.

Yours faithfully


Mrs E Kennedy
Key Stage Leader, Languages



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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'.*

Spanish Language Course in Malaga – October 2018
Trip Organiser – Mrs Kennedy

Student: Tutor Group:

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose a deposit of £150.00 and confirm I will be making the full contribution by the final payment deadline.

Passport details;

Name as shown on the passport

Date of Issue (in full) Date of Expiry (in fill) Date of Birth

Passport Number Nationality (if not British)

Signed: Date:
(Parent)