



21 March 2019  
exk/pmt/malagalangtr19

Dear Parent

## Spanish Language Course in Malaga – October 2019

We are organising a trip to Malaga, Spain for Yr. 10 to 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 as well as their awareness of Spanish culture. Lessons will take place at the Lexis language school in Malaga in the morning and, during the afternoon, they will experience the culture of the region and participate in excursions and entertainment. Students will stay in groups of 2, 3 or 4 with Spanish host families. Mrs Kennedy and Mrs Silva will be accompanying the students.

The trip leaves from St John's at approximately 15:20hrs on Monday 21 October and will return to St John's on Saturday 26 October 2019 at approximately 21:00hrs. Travel to Malaga will be by coach and aeroplane.

### The cost of the trip will be £659.00 and will include the following:

- Return travel by coach and aeroplane
- 5 nights half board accommodation with a Spanish Family
- Historical tour in Malaga and visit to the harbour and beach
- Visit to the Cathedral, Alcazaba, Roman Amphi-Theatre, Picasso Museum, Pompidou Centre and Contemporary Arts Centre
- Day trip by coach to the city of Granada to visit the famous Alhambra Palace
- Chocolate con Churros tasting
- A tapas lunch in a restaurant
- 15 Spanish lessons
- Flamenco workshop
- Language exchange

In order that the trip may take place, it is necessary to ask for a deposit of £100.00 this should be paid by 1500hrs on Monday 1 April 2019 to financially consolidate the booking. If a place is confirmed, further payments will be required, as below;

£120.00 by                      Friday 31 May 2019  
    Friday 28 June 2019  
    Wednesday 31 July 2019  
    Friday 30 August 2019  
£79.00 by                         Friday 30 September 2019

Students will be travelling on their own passports and these need to 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.



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 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.

**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).*

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.

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 1500hrs on Monday 1<sup>st</sup> April 2019**

Yours faithfully



**Mrs E Kennedy**  
**Key Stage Leader, Languages**

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 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'**.

**Spanish Language Course in Malaga – October 2019**  
**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 £100.00 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.

Students name as shown on passport .....

Passport Number: ..... Place of Birth: (Town/City) .....

Date of Issue (in full) ..... Date of Expiry: (in full).....

Date of Birth: ..... Nationality (if not British) .....

My son/daughter **does not** currently have a valid passport  (Tick as appropriate)

Signed: ..... Date: .....

Parent

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