



Friday 28 September 2018

lms/pmt/rome 2019ltr

Dear Parents

Yr 11-13 Art and Photography trip to Rome – Friday 15 to Monday 18 February 2019

We are organising a trip to Rome for Yr 11 - 13 Art and Photography students and your son/daughter is invited to participate. Some of the places that the students will visit are the Vatican Museum & Sistine Chapel, Colosseum, Galleria Nazionale d'arte Moderna and the Roman Forum & Palatin Hill. Mrs Spokes, Mr Harrison, Ms Steenbergen, Mrs Tin and Miss O'Brien will be accompanying the students.

Travel to Rome will be by coach and plane. It is anticipated that the trip will leave from St John's early on Friday 15 February 2019 and will return to St John's late evening on Monday 18 February 2019, flights allowing. Parents should make their own travel arrangements for students to and from St John's for this trip.

Students will need to wear suitable clothing and have good pair of walking shoes and wet weather gear. Sketchbooks and pencils are required and a camera would be of use. A packed breakfast/lunch or money to purchase both will likely be required for the day of outbound travel.

The cost of the trip includes all the travel, one item of checked in luggage and one of hand luggage, accommodation on a bed, breakfast basis, entrance to the art museums etc. and comprehensive travel insurance. **Not included** in the cost and payable locally are the security deposit at the hotel (equivalent to £15.00 - £20.00) the cost of lunches, dinners and personal spending money. It is thought that £150.00, mostly in Euros would be sufficient for the duration of the trip.

Students will need their own passports for this trip and they should ideally be valid for six months after the return date. *Should you need to renew or apply for a passport for your child, please do this as soon as a place on the trip has been confirmed as the details will be required for booking flights.* Please supply the information requested on the permission slip below or within the notes section on ParentPay if paying online. An **EHIC** (European Health Insurance Card) will also be needed. **Please ensure that this will be valid for the duration of the trip.** If your son/daughter does not already have a valid EHIC, one can be applied for by phoning 0845 6062030 or online at www.ehic.org.uk

Whilst we would like to take all interested students places are limited to 45 students. Names will be drawn from a hat should the trip be oversubscribed. However, behaviour and work rate will be considered.

In order that the trip may take place, it is necessary to ask for a contribution of £473.00 (based on 45 students attending, the cost may increase if we do not get sufficient numbers) and this should be paid by Friday 1 February 2019 at the latest. **An initial, non-returnable deposit of £150.00 will be required by Wednesday 17 October 2018**, payments of £107 will be due by Friday 30 November 2018 and Monday 31 December 2018. The final payment of £109 will be due by Thursday 31 January 2019 at the latest. In case of financial hardship, support is available for Yr 10 & 11 students from the Opportunities Fund and a letter to the Principal will be dealt with confidentially and sympathetically. For Yr 12 students 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 Gibson. Proof of household income will need to be supplied to support the application.

Payment should be made online through ParentPay, you will not need to return the paper permission slip if you pay online (please remember to detail the passport information). 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 also be a 5% Admin charge made for any parental cancellation, unless the cancellation is due to a substantiated medical reason.


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. Any student withdrawn by St John's for these reasons will be at the expense of the parents. It is not possible to guarantee any refund of monies already committed by St John's and indeed expenses not already covered may be claimed from you.

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.

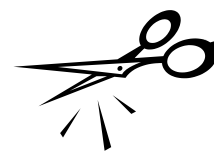
Passport/medical/dietary information for your son/daughter will be requested during the lead up to the trip taking place. By the very nature of the trip this information will be shared with the travel company we have booked through. They in turn will need to share it with the airline/ferry company, hotel 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.

Deposit payment and permission needs to be received by **Wednesday 17 October 2018** at the latest.

Yours faithfully



Mrs L Spokes
Head of Faculty, Arts



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Please return slip and **cheque** payment to the Financial Mailbox located 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**'.

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Trip Organiser – Mrs Spokes

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 £150.00 and confirm I will be making the full contribution by the final payment deadline. I have made a voluntary online payment of £150.00. *(Delete as necessary)*
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. Students name as shown on passport
6. Date of Issue Date of Expiry
7. Date of Birth Passport Number

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