

Our Ref: 2018/039/CLF/Lmm

6 November 2018

Dear Parent/Carer

**Residential Visit to Naples/Sorrento, Tuesday 2 July – Friday 5 July 2019.**

**Please keep this letter safe**

I am pleased to inform you that your child has been allocated a place on the Humanities visit to Naples/Sorrento from the 2 July to 5 July 2019. We are really looking forward to your child coming away with us and experiencing the culture of Italy.

Thank you for completing the permission slip and returning the initial deposit. We are pleased to confirm the Academy visit and provide you with further details of future payments as well as some initial practical details to ensure that the trip can run successfully.

**Please ensure you read all information carefully. If you have any queries, please do not hesitate to contact Miss C Fox (Visit Leader) at the Academy.**

**Payment Schedule:**

Please find below the payment schedule for the remaining balance of the visit. If you wish to pay the remaining balance for the visit early, please contact Mrs Adcock at the Academy for further guidance.

<b>Date:</b>	<b>Amount required:</b>
7 October 2018	£100 (non-refundable deposit already paid)
1 December 2018	£125 (non refundable)
1 January 2019	£125 (non refundable)
1 February 2019	£90
1 March 2019	£90
1 April 2019	£80
<b>Total:</b>	<b>£610</b>

**Important information regarding the deposit schedule.**

Please remember that, as with all overseas tours (booked through travel companies), we are entering into a financial agreement which are bound by terms and conditions dictated by the company. You will appreciate that as an Academy we also have to pay the company in installments and late payments may result in a penalty fee. The first three deposits are non-refundable (these cover the cost of the flight and other deposits), the final three deposits are refundable at the discretion of the company.

If you are unable to make a deposit payment for any reason you **MUST** contact Mrs Adcock in the Finance Department to arrange an alternative date.

### **What if I want to cancel my child's place?**

Occasionally parents decide to cancel their child's place on residential visits. Though everything will be done to fill this place, this isn't always possible. In this event, the reimbursement of monies is dependent on the fulfillment of the place as well as at the discretion of the travel company. If you do decide to cancel your child's place you **MUST** inform the Academy immediately, failure to do so may result in you being charged the full amount for your child's place, irrelevant of whether they attend the visit.

**Cancellation of airline seats:** The company has asked me to make you aware that there is a £125 cancellation fee which would be payable to the airline if any seats need to be cancelled. Please be aware that you would be responsible for paying this fee and not the Academy.

### **Passports and Documentation:**

As this is a foreign visit we will need confirmation that each student has their own appropriate valid passport (<https://www.gov.uk/apply-renew-passport>) and EHIC (European Health Insurance, see [www.ehic.org.uk](http://www.ehic.org.uk)) card. (We will provide updated information as and when it becomes available.)

We require passport information as soon as possible so this can be passed on to the airline. If your child does not have a valid passport, please arrange for one before December to allow time for it to be processed. **Any delays in receiving the passport information may incur a further fee from the airline.**

**Important passport advice** – the rules for travel to most countries in Europe will change if the UK leaves the European Union (EU) with no deal in March 2019, therefore, **all British passport holders should have 6 months left on their passport** from the date of arrival. This applies to adult and child passports.

You can use a tool to check a passport for travel to Europe. Visit <https://www.passport.service.gov.uk/check-a-passport>

### **What do you need to do next:**

- 1) Ensure that your child has their own valid passport and EHIC card for the dates of the visit. Expiry needs to be earliest January 2020.
- 2) Provide a photocopy of your son/daughter's passport and EHIC card **as soon as possible** for checking. This needs to be addressed to Miss C Fox (if sending in an envelope) or you can make a copy and email it to [cfox@lfata.org.uk](mailto:cfox@lfata.org.uk)

### **Final Details:**

There will be a meeting for parents and students on **Wednesday 5 June 2019 at 4.30pm** in the Presentation Suite to collect medical forms, passports, EHIC Cards and confirm all final arrangements for the visit on Tuesday 2 July 2019. These items will be kept in the Academy safe until the trip.

If you would like any more information about the visit, please do not hesitate to contact me at the Academy.

Yours sincerely



**Miss C Fox**  
**Head of Geography**

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***Please complete and return to the Academy Reception asap***

Students Name ..... Tutor Group .....

By signing this letter you are agreeing to the following.

- I have read and understood the information provided in this letter.
- I understand that with all visits, I am entering into a financial agreement, where certain terms and conditions apply. If you require a copy please contact Miss. Fox.
- I understand that if I cannot make a payment as per the deposit schedule, I **MUST** contact the Academy to arrange an alternative date.
- I understand that in the event of a cancellation, an extra £120 fee will be charged to yourself (payable to the airline, if your child place cannot be filled). This is in addition to any other fees requested by the travel company. The Academy is not in a position to cover this fee.
- I understand that if my child does not have a passport/ EHIC card this **MUST** be ordered by December to enable us to pass information to the airline.

Signed Parent/Carer .....

Print Name .....

Dated .....