

18 April 2016

Dear Parents/Carers

Year 8 - 11 Latin Trip 2017

The Latin department is organizing a trip to Rome and the Bay of Naples region during the Easter holidays in 2017. The trip is aimed at students studying Latin at Chesterton in Years 8-11. We intend to visit some of the famous places we have studied during the Latin course,

Departure date: Monday 10 April 2017
Return date: Saturday 15 April 2017
Cost: £690* (£190 deposit due by **20 May 2016**, followed by instalments as detailed below)

The cost of the trip includes:

- Return coach travel
- Full medical and travel insurance
- Accommodation for 1 night in Rome, 4 nights in Sorrento
- Visit to Pompeii
- Herculaneum and Mt. Vesuvius
- Solfatara Volcanic Crater
- Full excursions to the Roman Forum/Colosseum/Palatine Hill
- Pozzuoli Ampitheatre
- Villa Poppaea
- Naples Museum of Archaeology

Students should bring suitable clothing for the time of year: the daytime can be warm, with occasional rain. Evenings can be cooler. Continental breakfast, a packed lunch, and a hot evening meal are provided.

A non-refundable deposit of £190 is payable when giving your consent for participation. This is required by **20 May 2016**. ***Receipt of the deposit is taken as indication of parents/carers commitment to paying the full contribution required for this trip; If, at a later date, your child is no longer able to attend, and we are unable to find a replacement, parents/carers will be liable for any cancellation costs incurred. If your child is withdrawn from the trip due to poor behaviour at school, parents/carers will remain liable for any cancellation costs incurred.***

Further payments of **£125** will be **due on July 2016, September 2016, November 2016** and a final payment of **£125** on **January 2017**.

Students who are eligible for Free School Meals, or whose parents are in receipt of Working Tax Credit, are entitled to a reduction of 30% for all trips. The approximate cost for this trip would be £480 with an initial deposit of £160 followed by 4 further payments of £80, in line with the schedule given above. Parents should provide evidence that they are in receipt of Working Tax Credit (a copy of your Tax Credits Awards Notification) when payment is made for the first trip in a school year but will not need to do so again until the following school year. Evidence of income will be kept securely by the Finance Office and destroyed at the end of each school year. Proof of student eligibility for Free School Meals is not required.

If you make your payments via Parentpay, you may find it more convenient to pay smaller amounts more frequently than the required schedule; should you choose to do this, please ensure that by each 'due date' your payments made meet the required amounts. If you would like to discuss other arrangements for payment, or require further details, then please contact Ms Hayley Coppin, by email hcoppin@chesterton.cambs.sch.uk or by telephone 01223 712150 ext. 159.



* Please be aware that the final cost for the trip may vary, depending on numbers, and could go up or down. If there are insufficient contributions made by parents/carers to cover the cost of this visit, we will have no choice but to cancel it.

There are a limited number of places available for this trip. Should the number of students interested in participating be greater than the number of places available, places will be randomly allocated from all responses received by the deadline of **20 May 2016**..

Students must have their own passport & EHIC card - we shall request passport information, along with emergency contact details and medical information at a later stage.

In order for your son/daughter to participate in this trip please go to www.parentpay.com where you can confirm your consent to their participation and make payment, this should be done no later than **20 May 2016**. If you do not have your log in details to enable you to use this service please contact Ms Hayley Coppin, by email hcoppin@chesterton.cambs.sch.uk or by telephone 01223 712150 ext 159. This is our preferred method for receiving permission and payments from parents/carers.

If you are unable to make payments online, please return the permission form attached, along with payment, in an envelope marked with student name, form, and '**Year 8 - 11 Latin Trip 2017**' to the Finance Office no later than **20 May 2016**. Cheques should be made payable to Chesterton Community College and have student name, form, and '**Year 8 - 11 Latin Trip 2017**' written on the reverse. Payments in cash are discouraged, but if it is necessary for you to make payments in this way then please enclose the exact amount.

Reply slips including payment, must be posted into the Finance Department letterbox. The Finance Department cannot accept responsibility for money which is not deposited in this way.

Yours sincerely

Mr C Carroll
Trip Organiser

ccarroll@chesterton.cambs.sch.uk



Please return to the Finance Office no later than 20 May 2017

Year 8 - 11 Latin Trip 2017

Student Name: Tutor Group:

I give consent for the student named above take part in this trip and enclose payment as per the letter.

Informed Consent

- I am aware of the nature of the programme that my child is about to take part in and I understand that I can seek more detailed information by telephone/in writing from the school.
- I have told my child to pay particular attention to staff giving advice on matters of safety, behaviour and general procedures. My child is aware that this is a non-smoking trip and that alcohol is strictly forbidden.
- I understand and accept that my child may be withdrawn from a trip if their behaviour leading up to a trip is unacceptable. Any monies paid would be returned to me, excluding deposits.
- I give informed consent for my child to take part in all activities organised by the staff in connection with the programme. If there are certain activities I do not wish my child to take part in, I will inform the trip organiser in writing.

Declaration

- In the event of a medical emergency, I understand that every possible effort will be made to contact me/my designated contact person.
- I hereby agree for my child to receive medical treatment if the situation arises. I understand that such a decision will be acted upon by a doctor.
- I agree to inform the school if any of the information I have given changes before the trip.

Payment

I enclose the sum of £..... Please write cheques payable to Chesterton Community College, with the title of the trip, your child's name and tutor group on the reverse.

I wish to pay the discounted price for this activity as I am entitled to Working Tax Credits (proof of entitlement provided) or this student is entitled to Free School Meals. *(Please tick if applicable)*

Parent/Carer Signature: Date:

Please return this form, along with payment, in a sealed envelope which clearly states student's name, form or class and the title of the trip. Please ensure the envelope is returned to **Finance, via the post box outside of the office.** We cannot accept responsibility for payments not posted in this way.