

14 December 2015

Dear Parent/Carer

Year 10 & 11 Ski Trip 2016

We are currently planning our ski trip for December 2016. The ski trip takes place biannually and is available to students in Years 10 and 11 at the time of the trip (current Year 9 & 10 students). The 2016 trip promises to be as fantastic as ever. The important details are below:

Ski resort: Sextner, Italy.
Departure date: Friday 16 December 2016
Return date: Friday 23 December 2016
Cost: £760 (£85 deposit due by Monday 18 January 2016, followed by instalments as detailed below)

The cost of the trip includes the following:

- Return coach travel
- Full medical and travel insurance
- 5 nights full board accommodation including hot lunches
- Skis, boots and pole hire
- Evening activities
- 4 hours ski tuition per day for 5 days (including lift pass)
- Approved safety management system
- Personalised Hooded top

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.

If you would like your son/daughter to take part in the trip, a deposit of £85 is required. **Please note the deposit is non-refundable and in paying the deposit you indicate a commitment to pay the total cost of the 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 If your child is withdrawn from the trip due to poor behaviour at school, parents/carers will remain liable for any cancellation costs incurred.**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 **£170** will be **due on Friday 4 March 2016, Friday 6 May 2016, Friday 1 July 2016** and a final payment of **£165** on **Friday 9 September 2016**.

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 cost for this trip would be £530 with an initial deposit of £85 followed by 3 further instalments of £110, and a final instalment of £115 as per the dates shown above. Parents should provide evidence that they are in receipt of Working Tax Credit 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.

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.

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 **Monday 18 January 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, tutor group, and 'Ski Trip 2016' to the Finance Office no later than **Monday 18 January 2016**. Cheques should be made payable to Chesterton Community College and have student name, tutor group, and 'Ski Trip 2016' 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.

Places on this trip (Full cost and Discounted cost) are limited and if more students wish to attend than there are places available we shall select participants randomly from all replies received by the deadline of **Monday 18 January**.

If you have any queries regarding the ski trip please do not hesitate to contact me at pgilliver@chesterton.cambs.sch.uk.

Paul Gilliver
Ski Trip Leader
Acting Head of Cavendish House

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Please return to the Finance Office no later than Monday 18 January 2016

Year 10 & 11 Ski Trip 2016

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.

