

January 2016

Dear Parent/Carer

Year 8 Residential Visit to France – 15th to 20th June 2017

A booking has been made for your child's year group to visit Normandy during the Summer Term of 2017. We are planning this far ahead in order to give everyone the opportunity to make the necessary payments.

The objectives of the visit are:

- To promote European awareness through 'immersion' into another European country
- To promote the appreciation of a different country, culture and language
- To stimulate and motivate students in achieving curricular goals in the National Curriculum subjects through planned and structured excursions in Normandy
- To provide a safe, secure and interesting environment for students to develop personally and socially

This trip supports both the academic and pastoral curriculum of the Academy and is fully supported by the Senior Leadership Team, Lightcliffe Academy Managers and the Governors of the Academy.

The arranged dates are **Thursday 15th June to Tuesday 20th June 2017**, departing from school late in the evening of 15th June. Our group will stay at the Chateau do Molay, 14km to the West of Bayeux and 15km from the coast and D-Day landing beaches. This is not only a centre providing residential accommodation, but also has beautiful and extensive outdoor facilities which will be available to us for a range of activities, including opportunities such as swimming, orienteering, archery and team building.

The cost per student should be no more than **£412** Given currency fluctuations it is difficult to fix the price so far in advance.

Overleaf, you will find further details of the costs involved, together with a schedule of payments. Please return the 'Enrolment slip' to Mrs Wall in Main Reception by Friday 5th February 2016. Once we have received all the slips registering your interest, these will be assessed by members of staff with reference to your child's behaviour record. If your child is allocated a place on the trip, you will receive notification to pay the required £40 deposit to secure the place. This should be paid through Sco-pay by **Friday 26th February 2016**

Please do not hesitate to contact school should you have any concerns or queries at this stage.

Yours faithfully

Mr N Collins

**Assistant Principal
Trip Leader**

Mrs A Wall

Trip Administrator

The cost per student will be **£412** and includes the following:

1. All travel by coach and ferry/Euro tunnel to and from school
2. A full excursion programme (e.g. D-Day beaches, market visit to Normandy)
3. Travel insurance (the school's own policy)
4. Collective passport charges
5. Full board arrangements at the Chateau
6. A programme of evening activities and entertainment, including swimming and other outdoor activities
7. A special fund to cover emergencies and entrance fees.

The **suggested** payment schedule is as follows, although you may wish to pay varying amounts via **Sco-pay** with a minimum payment of £40 to a maximum payment of **£412.00**

- **First deposit** £40 Friday 26th February 2016
- **Second payment** £74 Friday 1st July 2016
- **Third payment** £74 Friday 16th September 2016
- **Fourth payment** £74 Friday 21st October 2016
- **Fifth payment** £74 Friday 25th November 2016
- **Final payment** £76 Friday 3rd March 2017

Please note that deposits will **only** be available if another student takes the reserved place. If your son or daughter is unable to accompany the trip then the HTS School Tours Cancellation policy is as follows

Period before departure within which notification of cancellation is received	Amount of cancellation charge
More than 70 days before departure	Full 1 st and 2 nd deposits
69 to 31 days before departure	75% of the total invoiced holiday price
30 to 1 day before departure	100% of the total invoiced holiday price
Departure date or afterwards	Total holiday price

A condition of being allowed to go on the visit is sustained good behaviour and attendance. If it becomes apparent that a student may be in danger of being removed from the visit due to a series of behavioural issues, then parents will be notified as quickly as possible. Should the students' behaviour continue to cause concern, the school reserves the right to withdraw the student from the visit and the **money will be forfeited** as per the table above.

Students may also be removed from the visit as a result of a one-off serious breach of the student code of conduct during Year 7 or 8.

Students will not require their own individual passport as we will be using a collective passport. However for those students who hold a non UK passport, please be aware that it is your responsibility to check that the passport is within date and that your son/daughter is able to travel in and out of the UK on that passport unaccompanied.

If your child also has any major health issues, please can you make this known to us at the start.

Residential visit to Normandy 15th – 20th June 2017

(open only to current Year 7 students)

I would like to enrol my son/daughter on the visit to Normandy

- I understand my son/daughter will be accepted on the visit subject to the school's behaviour policy.
- I confirm that once accepted on the visit, I will pay £40 via Sco-pay to secure my son/daughters's place.
- I agree to the suggested payment schedule and payments will be made through Sco-pay
- I would/would not like a further discussion about financial arrangements (please delete as applicable)
- I would like to make known the following major health concerns:

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Name of Student Form

Country my child was born in
(This is required for the collective passport application)

Signed(parent/carer) Date

Please return this form to Mrs Wall at Main Reception by Friday 5th February 2016