

September 2017

Dear Parent

**Visit to Rome, Italy – Years 12 and 13**

I am writing to inform you about a school visit to Rome, Italy on Wednesday 7th February 2018 to Saturday 10th February 2018. Educational travel adds further context and substance to classroom material and reinforces concepts learned throughout the school year.

Students will leave the school on Wednesday 7th February and travel by coach to Gatwick airport where we travel by Easyjet to Rome. This trip is being planned and organised by Adaptable Travel, who strive to educate and inspire students and have 20 years’ experience in educational travel. Whilst in Rome we will visit the following sights: The Vatican entrance and museum; Sistine Chapel and St Peter’s Basilica; a Jewish Synagogue; the Coliseum; Roman Forum and Palatine Hill. We will also have a guided city tour.

If your child suffers from Asthma or requires an Epipen, it is your responsibility to ensure that the appropriate medication is provided for this trip.

Please note that there are a limited number of places available and these will be allocated on a first come, first served basis. Only students with an exemplary record of behaviour will be eligible.

The cost of this trip is £400, this includes coach travel to and from Gatwick airport, flights and 3 nights’ accommodation, including breakfast at Hotel PortaMaggiore. If you would like your child to participate in this trip, please pay the non-refundable cost of £100 before Friday 22nd September 2017. Please note that by paying the non-refundable deposit, you are agreeing for your child to attend this trip and all subsequent payments (also non-refundable) must be made by the dates set out below:

Second instalment of £150 by Friday 20th October 2017

Balance of £150 by Friday 17th November 2017

*It is your responsibility as parent/guardian to ensure that your child has a valid passport, medical card (EHIC) and Visa (if your child is a non-EU citizen).*

Please note that the visit will only take place if we have a sufficient number of students and confirmed payments for the trip to go ahead. If the trip is cancelled, payments will be fully refunded.

In order to remove all cash and cheques from the school, parents are asked to use ParentPay to pay for this trip. If you are unable to pay online, please contact the school office, who will provide a barcode letter to enable payment at a PayPoint, which is linked to your ParentPay account. If your child receives free school meals and payment should present a problem, please contact the Trip Co-ordinator.

By consenting on ParentPay, you agree to:

* Your child taking part in the visit as detailed above
* A member of staff giving consent for your child to receive appropriate medical treatment in the event of an emergency

If you have any further queries, please do not hesitate to contact me at the school on 01895 234 060.

Yours sincerely

**S Palmer**

**Teacher – RE & Philosophy**



**EMERGENCY CONSENT FORM**

**VISIT TO ROME**

Please return to S Palmer by Friday 20th September

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL NAME OF STUDENT:** |  | | |
| **DATE OF BIRTH:** |  | | |
| **PLACE OF BIRTH:** |  | | |
| **PASSPORT NO:** |  | | |
| **EHIC CARD NO:** |  | | |
| **NATIONALITY:** |  | | |
| *(Please note if your child was born outside the UK, full details of both parents will also be required. A student who is not a British National will need to bring his or her own passport.)* | | | |
| **PARENT NAME:** |  | | |
| **PARENT SIGNATURE:** |  | **DATE:** |  |
| **DAYTIME CONTACT NO:** |  | | |
| **MOBILE TELEPHONE NO:** |  | | |
| **HOME TELEPHONE NO:** |  | | |
| **ANY SPECIAL MEDICAL OR DIETARY REQUIREMENTS:** |  | | |
| **ALTERNATIVE EMERGENCY CONTACT DETAILS:** | | | |
| **NAME:** |  | | |
| **CONTACT TELEPHONE NO:** |  | | |

If your child suffers from Asthma or requires an Epipen, it is your responsibility to ensure that the appropriate medication is provided.

By completing this form, I have given permission for my child to be given first aid or urgent medical treatment during any school trip or activity.

If there are any medical reasons why your child may not participate in any of the planned activities please inform the trip co-ordinator.