February 2018

**GEOGRAPHY TRIP – ITALY 2018**

**Confirmation of Price, Payment Schedule and Dates**

Dear Parent/Carer,

Thank you very much for your allowing your child to participate in the Italy trip. I am now in a position to offer your child a place, to confirm the price and to ask for a non-refundable deposit. This does involve some changes from my initial letter, which I will outline below. If these changes would cause any issues with your child participating, please do let me know as I appreciate your original decision was based on the information previously provided.

Unfortunately there has been a lot of volatility in airline prices due to the popularity of school trips to Italy, so air fares are higher than our travel company anticipated. In order to use budget airlines, our travel company does have to pass on any changes – up or down – as they provide a quote. As such, **the total cost of the trip will now be £725**. This will be all-inclusive, with trip insurance and hold luggage included.

The dates of the trip are unchanged. We will travel out on Saturday 20th October and return on Thursday 25th October. Flights will be with EasyJet and learners will need to be dropped off and picked up from Liverpool Airport. Further details on flight times, together with a final itinerary for the trip, will be provided in due course.

To secure flights with EasyJet, our travel company needs to pay for them in full. **This will require a deposit of £275**. I appreciate this is higher than the original deposit and if the additional £125 would prove to be an issue, please do contact me. The deposit, which is non-refundable, will need to be paid by **Thursday 15th February**. Again, if this deadline would pose any issues, please do contact me. Both the travel company and I want to make sure that everybody who has expressed an interest is the trip is able to participate and we will try to be as flexible as possible to achieve this.

The deposit and all subsequent payments should be made using **Parentpay**, the school’s online payment website. If you have not activated your Parentpay account please email finance@birchwoodhigh.org to request an activation letter. You can also use this email to request a **PayPoint** letter. This will allow you to pay by cash at any PayPoint location in the local area. Please note you cannot pay by cash or cheque at the school office.

After the initial payment, we would ask for a further payment of £225 by Friday 20th April. The final payment of £225 would be needed by Friday 6th July. If you wish to make more regular payments in smaller amounts, then Parent Pay allows this. If these amounts or dates could be a problem, please don’t hesitate to get in contact with me. Again, I will try and arrange as much flexibility as possible to help with you meeting the costs of this trip.

To reiterate, the prices are all-inclusive. All accommodation and meals whilst we are away are covered. Learners/students will be sharing in small-groups in same-sex rooms. These groupings will be determined closer to the time. We will also provide further information on the clothing and equipment required. In terms of spending money, all essentials are included in the price so spending money is entirely at your discretion. Other than the occasional snack, such as at the airport, there will be no need for any significant amount of spending money in addition to what you’re paying for the trip.

Learners must demonstrate and maintain a high standard of behaviour and a positive attitude to learning in lessons this school year to be allowed to attend this residential. School reserves the right to withdraw your child’s place where they display poor or unsafe behaviour in school. If this is the case, any money already paid for the trip will not be refunded.

I hope this letter has been useful however if you have any questions, especially relating to any issues with the higher cost or deposit, please do not hesitate to contact me on rbate@birchwoodhigh.org.

Kind regards,



**Mr R. Bate**

Head of Geography