

CRU / MAR

Parents / Carers of Students Studying French in Years 8, 9 and 10

13th September 2016

Dear Parent / Carer

Lille Christmas Market

On 25th November 2016, as part of a forthcoming Skills Day, we are organising a trip to the Lille Christmas market for students in Years 8, 9 and 10 studying French. Exact timings will be confirmed nearer the time, but at present we anticipate that students will need to be at school for 6.00am and will arrive back to school at approximately 11.00pm. Students are not expected to wear school uniform, but should wear warm protective clothing as they will be outside all day. As they will be representing the school, exemplary behaviour is expected.

This trip is only open to students who have their own passport, **which must be valid for the period of travel**. Please contact me if your child does not hold an EU passport as I will need to make additional arrangements. You will also need to arrange for your child to have their own European Health Insurance Card. Applications can be made in the following ways:

- Online at <http://www.ehic.org.uk>
- By calling 0300 330 1350

Students will be required to bring a packed lunch, drink, pen/pencil and some spending money, and students in receipt of free school meals will be entitled to a packed lunch, which can be ordered on the attached form.

The cost of the trip is £76, and as there are only 44 places available, they will be allocated on a first come, first served basis. To secure a place, we require a deposit of £40 to be paid by **Friday 30th September 2016**, with the final instalment payable by **Friday 21st October 2016**.

You can pay the deposit using our secure, online payment service, ParentPay, in which case you simply need to return the consent form and indicate that you have done this. Alternatively, you may pay by cheque, payable to Alec Hunter Academy, and return it with the consent form in a sealed envelope marked with your child's name, tutor group and stating '**Lille Christmas Market**' by **30th September 2016**.

Should you require any further information please do not hesitate to contact me, via the school office.

Yours sincerely



Ms C. Ruth
MFL/International School Assistant and Trip Coordinator

PARENTAL CONSENT FORM

VISIT TO: Lille Christmas Market – 25th November 2016

1. I wish to apply for a place on the above trip for my child, the details of which have been noted by me.

FULL NAME (as your child’s name appears on their passport) and Tutor Group

Name:Tutor Group:

2. If a place is available, I agree to pay to you my share of any reasonable expenditure which you properly incur in organising the visit.

I understand the cost will be £76.

- I enclose an initial deposit of £40.00
or
 I have paid an initial deposit of £40.00 on ParentPay

NOTE:
If paying by cheque please make payable to Alec Hunter Academy and return with this consent form via the school office

The final cost is due by 21st October 2016.

3. I understand that the deposit or any part of it may not be refundable unless:-
 - a. I cancel the place before you incur any expenses or enter into any commitments, or
 - b. You cancel the visit for any reason and some money remains after meeting all expenses and commitments.
4. I also agree that if the visit is cancelled for any unavoidable reason I may be requested to pay a reasonable share, if the cost of meeting all expenses and commitments is not covered by my deposit, nor by insurance. I understand that under no circumstances would I be liable for more than the stated cost of the trip.
5. I also agree to authorise members of staff during the course of the visit to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner.

My son/daughter is on free school meals and requires a packed lunch. Yes / No

Cheese Ham Tuna (please circle)

Any special medical/dietary requirements:

I understand that it is my responsibility to ensure that my daughter/son has a current, valid passport and European Health Insurance Card. The failure to do so will prevent my child from travelling and I may forfeit the full cost of the trip.

Signed: Parent/Carer _____ Date: _____

Parent Name (block capitals): _____

Emergency Contact Number/s: _____