



March 2013

RBV/JS

Dear Parents / Carers

BERLIN VISIT – OCTOBER 2013

I am delighted to announce that your child's place on the tour of Berlin has been secured and will take place from Wednesday 9th October to Saturday 12th October 2013.

The second installment of **£175 is due by Friday 3rd May**, with the final balance to be paid by **Friday 12th July**. Please pay using the information in the box below. Failure to meet payment deadlines may risk the forfeit of your child's place.

Payment Procedures - We ask you to use the on-line payment system to pay for this particular Trip/activity if possible.

If you have an online account, please proceed as normal.

If you have not previously created an online account please email onlinepayments@st-crispins.wokingham.sch.uk to request a Pupil Link Code and a list of instructions.

If you choose to pay by cheque please ensure that the student's name, form and the name of the Trip/Activity are clearly written on the back of the cheque, which should be made payable to '**St Crispin's School**'.

If paying by cash it must be in a sealed envelope with the students name, form, amount enclosed, Trip/Activity clearly written on the outside.

This trip is an optional visit and the school asks that the payment is made as a voluntary contribution to cover the cost. In the event that we are unable to cover the costs the trip may have to be cancelled. If you are experiencing difficulty in paying for this visit a written request for support should be submitted to the school office. In the event that the visit is oversubscribed names will be drawn from a hat from all those that have replied by the deadline. Parents are responsible for the prompt collection/return home of students after the visit.

Please be aware that your emergency contact details are uploaded to a password protected website so that a member of the Senior Leadership Team or Local Authority can access information in the event of an emergency. These details include only names and telephone numbers submitted on your Broadmoor form. If you do not want your details stored in this way please notify the school.

Whilst away all students are expected to behave to a very high standard. If prior to the trip we find that a student's behaviour is unacceptable and would have a detrimental effect on the rest of the party, we reserve the right to withdraw the student from the trip. If we are unable to find a replacement, any monies paid to date would not be refunded.

I would like to remind you that students will need to bring their own passports and a current EHIC card. Please can you check to ensure that your child's passport will be in date in October.

If your child **does not** have a European Union passport, please can you contact me by **Friday 3rd May** so that I can complete the necessary paper work for the British Council. **Your child will be unable to travel without this.**

The trip includes a complementary jumper designed specifically for this visit. Please can you complete the form below to ensure that I am able to order the correct size for your child. This needs to be handed in with the second payment by **Friday 3rd May**. Please be aware that they do come up quite big so I would recommend ordering the size under what you require. There can be no exchanges once they are ordered.

If you have any queries or need any further information please do not hesitate to contact me either by calling the school or by email – **blythr@crispins.co.uk**.

Yours faithfully

Mr R Blyth
Assistant Headteacher

To: Mr R Blyth, Assistant Headteacher
RE: BATTLEFIELDS/BERLIN VISIT – OCTOBER 2013

Student: _____ Tutor Group _____

Please can I order a jumper for my child in the following size:-

- SMALL (36 – 38 inch chest)
- MEDIUM (40 inch chest)
- LARGE (42 – 44 inch chest)
- EXTRA – LARGE (46 – 48 inch chest)

Please tick method of payment:-

- I have paid by Credit/Debit Card
- I enclose a cheque payable to “St Crispin’s School” for £175.00 with the student’s name, form and Year 11 History Trip, written on the back.
- I enclose £175.00 cash in a sealed envelope with the student’s name, form and Year 11 History Trip, written on the outside.

Signed (Parent/Carer): _____ Date: _____