

# St Crispin's School

Headteacher Ms Ginny Rhodes  
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June 2013

Dear Parents / Carers,

## Re: BATTLEFIELDS/BERLIN VISIT – OCTOBER 2013

I am writing to remind you that the final instalment of **£165** is due by **Friday 12<sup>th</sup> July**. Please pay using the information in the box below. As I will be paying the final balance of the trip to Anglia Tours over the summer break, I am unfortunately unable to guarantee a refund up to the deposit amount should you withdraw at this stage and a replacement cannot be found.

Payment Procedures - It is possible to use the on-line payment system to pay for this particular Trip/activity.

In order to do this please go to the home page of the school website and click on the link to [www.scopay.com/stcrispins](http://www.scopay.com/stcrispins). There are clear instructions of how to proceed; you will need your user name and password previously sent to you, in order to process your payment.

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 bursar. In the event that the visit is oversubscribed names will be drawn from a hat from all those that have replied by the deadline. Those not attending the trip must still attend school where an alternative curriculum will be provided for the day.

**I would like to again 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. Students **cannot** travel without **their own** passport.

Following my letter in March, I currently have no students that do not have an EU passport. If this is not the case it is a matter of urgency that I am made aware of this as I need to complete the necessary paper work for the British Council two months prior to the visit. **Your child will be unable to travel without this and will not be allowed to board the coaches on the morning of the visit.**

I will write to you again in September to confirm timings of the visit and attach an itinerary for you to track where your child is over the 3 days. In the meantime, should 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)