



SM/FK

26th November, 2012

Dear Parents/Guardians,

Thank you for signing up for the Disneyland Paris trip. I can confirm the dates as Sunday 10th February and return on Wednesday 13th February. Mr Nelson and Miss Davies will be taking over the running of the visit and will write to you approximately 2 weeks before departure with final details.

Please can I remind you of the instalment dates – the full amount is due by 30th November.

31 st October	£100
30 th November	£100

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 business manager. 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.

A reminder that students will need their own passports which must be valid for at least sixth months from the departure date. Non-EU passport holders should check visa arrangements with the relevant embassy and inform me as soon as possible. Students will also need a European Health Insurance Card (EHIC), this is the replacement for the E111 and is available from the Department of Health Website.

If you would like any further information please contact Mr Matthews prior to the end of term and Mr Nelson or Miss Davies in the New Year.

Yours sincerely

Mr. S. Matthews
Acting Deputy Headteacher

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To: Mr S Matthews, Acting Deputy Headteacher

Disneyland Paris 2013 - Depart 10th February and return Wednesday 13th February

Please tick method of payment:-

I have paid by Credit/Debit Card

I enclose a cheque payable to “St Crispin’s School” for *£_____ with the student’s name, year and form and ‘Disneyland Paris 2013’ on the reverse.

I enclose cash for *£_____ in a sealed envelope with student’s name, year and form and ‘Disneyland Paris 2013’ on the outside.

Signed (Parent/Guardian): _____

Date: _____

****Please complete as appropriate***