

St Crispin's School

Headteacher Ms Ginny Rhodes
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MSA/SH

11th January 2019

Dear Parents/Carers,

With our trip to Barcelona approaching at the end of February, I wish to invite you to an Information Evening on Tuesday 5th February at 6pm in the Lecture Theatre so that I am able to give you the finer details of what your son/daughter will be doing on the trip and to offer you the opportunity to ask any questions that you may have.

The final payment instalment for this trip is £280 and is due by **Friday 1st February 2019**. In addition to this final instalment, may I please have a photocopy of your son/daughter's passport and EHIC card which is a compulsory requirement for this trip.

Please can you complete the EV2 medical form by clicking on the link below by **Friday 1st February 2019**.

https://forms.office.com/Pages/ResponsePage.aspx?id=vZ1d0Ek7uUebLtY-odObbmK5_082HfFHU3JDN05LcaFUNEDUUFDQVMYU1I0TUFNSIRZSExMTIhYWC4u

Additionally, trip hoodies have become a tradition with our A-Level Geography trips and so Barcelona hoodies will be available for your son/daughter to purchase. They will cost £21.50, and if your son/daughter wishes to have one, then please may you complete the additional form by clicking on the link below by Monday 28th January 2019.

There is also the option to have surnames printed on the back, so please specify this on the order form.

https://forms.office.com/Pages/ResponsePage.aspx?id=vZ1d0Ek7uUebLtY-odObbmK5_082HfFHU3JDN05LcaFUOFhTUIVFMThSNzhIRVg0WU1VUDQ5WTBDSi4u

Please ensure the school is aware of any changes to your son/daughter's parental contact details and/or medical conditions. These can be updated via the INSIGHT parent portal.

I look forward to seeing you and your son/daughter at the meeting.

Yours faithfully,

Miss M. Salter

Trip Leader and Head of Geography

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Photographs during visits – During the visit, members of staff may take photographs of students. These photographs could be used for supplying evidence of work completed by students as part of their coursework or to celebrate the activities students have taken part in. Photographs may in turn be used by the school on social media or its own website. Students will always be asked for their consent to take a photograph at the time.

Payment Procedures – We ask you to use the on-line payment system to pay for this particular educational visit/activity if possible. Payments can be made online by debit or credit card. However, we would be very grateful if you could use a debit card as the school is charged a higher fee for payments by credit card. If you have an online account, please proceed as normal. If you have not previously created an online account please email onlinepayments@crispins.co.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 visit / activity are clearly written on the back of the cheque, which should be made payment to **'St Crispin's School'**. If paying by cash it must be in a sealed envelope with the student's name, form, amount enclosed, visit/activity clearly written on the outside.

This educational visit 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 raise sufficient funds the visit 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 using contact@crispins.co.uk . Please note that students in receipt of the Pupil Premium Grant are eligible for financial support of 50% for most visits. The school's policy for charging for school activities, including visits, can be found [here](#).

Emergency contact details – 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.