

2 July 2024

Dear Parent/Carer,

### OPTIONAL VISIT TO LONDON: JANUARY 2025

It is our aim at Chase Terrace Academy to enable all pupils to succeed and thrive. We propose to arrange a visit to London, leaving on **Friday 24<sup>th</sup> January** and returning on **Sunday 26<sup>th</sup> January**. The visit is open to pupils who are currently in Year 12 who are going into Year 13.

The cost of the trip is £315 per pupil. This will cover coach travel to and around London, as well as accommodation and bed & breakfast at the Wembley International Hotel, and entry into the Tower of London, Golden Hind Ship, Hampton Court, River Thames Boat Cruise and British History Museum.

If you would like your child to attend this trip, please complete the consent form attached by no later than **Friday 5<sup>th</sup> July**. We will then be in contact to confirm whether your child has a place.

Once confirmed, a link for you and your child will be made on MCAS, and please be aware that the first deposit is non-refundable and is a commitment to a place on the trip, and full payment in line with the payment schedule is listed below.

Payment	Amount	Due Date
First Deposit <b>(non-refundable)</b>	£100 per pupil	12 <sup>th</sup> July
Second Payment	£100 per pupil	30 <sup>th</sup> August
Final Balance	£115 per pupil	27 <sup>th</sup> September

### Payment Scheme

Once we have confirmed your child's place, please pay the first non-refundable deposit of £100 by 12<sup>th</sup> July. **Payments should be made via MCAS as cash payments WILL NOT BE ACCEPTED** and will be returned. If you have any issues with MCAS please contact Mrs Heames-Read [l.heamesread@chaseterraceacademy.co.uk](mailto:l.heamesread@chaseterraceacademy.co.uk).

### What if my child's place is cancelled?

Participants attending this visit will need to have a record of good behaviour and attendance and demonstrate that they can obey safety and other rules. Anyone whose behaviour becomes unacceptable after the trip has been booked may be excluded or required to return home early and any expenses incurred, which cannot be recovered, will be the responsibility of parents/carers.

Occasionally parents/carers decide to cancel their child's place on visits. Though everything will be done to fill this place, this is not always possible. In this event, the reimbursement of monies is dependent on the fulfilment of the place as well as the cancellation terms of the travel company. If you do decide to cancel your child's place you must inform the school immediately. Failure to do so may result in you being charged the full amount for your child's place, irrelevant of whether they attend the visit.

To secure your child's place, inform us of necessary information, provide consent and commit to the payment plan, please complete the attached form and return to **Mr M Lloyd** by **5<sup>th</sup> July**.

### **Notification of medical conditions or special needs**

Advance warning is needed of any participants with special medical or other needs to ensure all health and safety considerations have been made. Parents/carers must inform the school of any relevant medical or other needs on the consent form. Residential courses will require an 'Education Visit Medical Form' to be completed no more than seven days prior to the start of the visit. This must be returned during the week before the visit and no participant may join the visit unless this form has been received. Notification of dietary needs for sound medical, ethical or religious reasons must also be made.

### **Health and safety information**

All educational visits are covered by the school's RPA insurance. Your child will be expected to be responsible enough to wear any seatbelt provided until informed that it may be released.

Finally, can I take this opportunity to thank you for agreeing to allow your child to attend the fieldtrip to this amazing place. It will be the highlight of their time here at Chase Terrace Academy and they will have a truly remarkable time.

Yours faithfully

**Mr M Lloyd & Mrs K Tonks**  
**Trip Leader**

**PARENTAL CONSENT**

Forms should be returned to **Mr M Lloyd** and an initial non-refundable deposit paid via MCAS by no later than **12 July 2024**.

**Trip: London**

**Date:** Friday 24<sup>th</sup> January and returning on Sunday 26<sup>th</sup> January

I wish to confirm a place for my child .....  
tutor Group ..... to take part in the **London** trip.

**Medical/dietary details** - My child has the following medical or dietary needs

.....  
.....  
.....  
.....

I understand that

- I am giving permission for my child to take part in an adventurous physical activity.
- I must declare on this form any medical conditions which might affect my child whilst away.
- The payment schedule as detailed in the letter
- That anyone whose behaviour becomes unacceptable after the trip has been booked may be removed from the trip.
- That an initial non-refundable deposit of £100 will need to be paid via "MCAS" by 12 July 2024.

Name: .....

Signed: .....

(Person with Parental Responsibility)

Date.....

**Photographs/Social Media.** I give consent for photographs and film to be taken and used in school or education service promotional information, school website, Facebook and Twitter.

Yes                      No      (please circle)

**Please return this slip by 5 July 2024.**