



BORDEN GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

10 October 2018

Dear Parents and Carers

To Parents of Geography and Art & Photography A Level Students (2018-19)

We are delighted to announce the details of our Geography and Art & Photography A-level trip to Italy. Italy is an exciting destination that will provide your son/daughter with inspiration and experiences that will stay with them for life. This trip will give your son/daughter an opportunity to learn outside of the classroom in a fun and stimulating environment; whilst a constant emphasis on education and the curriculum will be maintained throughout the trip.

Proposed trip details

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|----------------------|---|
| Destination: | Italy |
| Dates: | 22nd – 25th April 2019 |
| Tour Cost: | £575 |
| Tour Inclusions: | Half board accommodation in Sorrento, transfers to and from Gatwick airport, insurance and all excursions |
| Proposed Excursions: | Pompeii, Vesuvius, Capri, Solfatara, Napoli – TBC |
| Supervision: | There will be one adult for each group of ten students |

The aim of this trip is to allow students to gain first-hand experience of subject material that will be beneficial for both year 12 and 13 Geography exams and/or opportunities to carry out art and photography for A2 photography courses. It is also a highly beneficial opportunity to experience a new culture and build fantastic memories. If you have any queries as to the merit and benefits of this trip, or you would like to know more about the proposed excursions, then please do not hesitate to get in touch.

Please note: Deposits, where charged, are **non-refundable**. If a pupil is unable to take part in a trip after further monies have been paid, the school will endeavour to recoup costs on the pupil's behalf. However, please note that in the majority of cases this is **not** possible, owing to group booking terms and conditions and cancellation fees.

What to do next

For this trip to take place I must ask for a voluntary contribution of £575 to cover costs. An initial non-refundable **£100** deposit will be required by **Friday, 19th October 2018** in order to secure the flight tickets, with remaining payments of **£200** payable by **Friday, 14th December 2018** and all payments completed by **Friday, 25th January 2019**.

In order to book low cost flights, we require the first full deposit, as well as names, dates of birth and genders on a completed booking form. Flights are currently on sale and therefore subject to availability and price fluctuations. As any mistakes with names/spellings etc. can incur additional charges, I would ask for a copy of each student's passport with the deposit. If the passport is due to expire prior to the trip, I will need the new passport copies before departure.

This is a visit for which we are, by law, unable to make a charge. However, school finances are such that the trip cannot take place unless we raise, by voluntary contributions, the necessary funding. We appreciate that some parents, especially those who receive Income Support or Family Credit may feel very limited in the contributions that they are able to make and anyone in these categories who wishes their son/daughter to have a place on the visit should make contact with the Headteacher in confidence so that their son/daughter is in no way whatever disadvantaged. Pupils who are eligible to go on the trip but who, whatever their parental circumstances, do not make a contribution must, under the law, be allowed to go, and for this reason I must make it clear that whether the trip actually takes place will depend very largely on the

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willingness of the parents to contribute as indicated. I very much hope that, as usual, this support will be forthcoming.

We prefer that payments for trips are either by made by cheque which can be deposited in a named envelope through the letter box in the Finance Office, or via the BGS online payment system. Details of how to make online payments have been issued in personalised letters for each student's parents. If you require a new copy, please contact the Finance Officer, Mrs Drury, at td@bordengrammar.kent.sch.uk and she will send one out. If cash payments are made for trips, students must deliver them in person to the Finance Officer or Bursar and a receipt will be issued. Cash payments can only be accepted at morning registration or morning break and MUST NOT be posted through the Finance Office letter box.

In the event that the trip is oversubscribed, we will ballot for places after the closing date for deposits (**19th October 2018**)

If you have any further questions regarding this visit please do not hesitate to contact me.

Yours faithfully



Mr S Williams
Head of Geography



Miss N Ormiston
Head of Art

Please complete this reply slip and return to the Finance Office **by Friday, 19th October 2018**

Name of Visit - Italy

Date of Visit: 22nd – 25th April 2019

Please tick each box that applies below

Name of Pupil _____ **Form** _____

- I have read the information about the proposed trip and wish my son/daughter to take part in the visit.
- I enclose **£100** towards the visit. Cash / Cheque* payable to Borden Grammar School. **please delete as appropriate*
OR
- I have made an online payment **of £100**
- I attach, for the organiser, details of any ailments, allergy, condition or diet of which you may need to be aware in relation to the visit.**
- I attach a photocopy of my son's/daughter's passport, required to book flights.**
- My son/daughter* has/does not have* a medical care plan at the school with additional information that needs to be acted upon as necessary **please delete as appropriate*
- I authorise the leaders of the trip to act on my behalf in an emergency and to sign on my behalf any consent forms required by medical authorities if they know it would not be advisable to wait for my signature.

Parent/Guardian Signature _____

Date _____ **Tel** _____

**Please delete as appropriate*

*** We will collect further updated details shortly before the trip leaves.*