



Dear Parent/Carer

8 November 2016

Holland 2018 Football Development Tour

I am delighted that your son/daughter has expressed an interest in our forthcoming trip to AFC Ajax, Holland. AFC Ajax is the European club most synonymous with youth development. Whilst this is predominately a sports development visit, students will also have an opportunity to experience a 'flavour' of the Netherlands and the Dutch culture.

I can confirm that the group will depart from school on **Saturday, 10 February 2018** and will return five days later on **Wednesday, 14 February 2018**. As stated in the initial information letter, we anticipate that the cost of the trip will be approximately £690.00 per student. Please note that the original itinerary may change due to circumstances beyond our control.

As previously advised, the cost of the trip will include all travel costs, all meals, accommodation on a bed and breakfast basis, all transport, four training sessions, all entrance fees, excursions, and appropriate insurances. Once we have received your deposit of £100.00, the outstanding amount of £590.00 can be paid via one single payment or alternatively, through the following instalments, the dates and values for these payments will be as follows:

- £75.00 due by Monday, 9 January 2017**
- £75.00 due by Monday, 13 February 2017**
- £75.00 due by Monday, 13 March 2017**
- £75.00 due by Monday, 10 April 2017**
- £75.00 due by Monday, 8 May 2017**
- £75.00 due by Monday, 12 June 2017**
- £75.00 due by Monday, 10 July 2017**
- £65.00 due by Monday, 14 August 2017**

The cost of this five day trip is based on 32 students participating. The trip will still run if there are fewer students participating, however, there may be a surcharge due to the smaller number of participants.

No deposits will be paid to the tour company until the tour is confirmed. However, once deposits have been paid they will be non-refundable, unless covered by insurance. If you withdraw your son/daughter from the trip once the booking is confirmed and/or default on any payments, you may not receive a refund of any monies already paid to the tour company. You may also be required to pay any surcharges imposed by the tour company as a result of your child not participating in the trip. All deposits will be returned if the trip is cancelled. **All notifications of withdrawal must be put in writing immediately.**

Please return the reply slip, together with the relevant documentation, to Ms Pridham in the Main Office, by Friday 25 November 2016. All payments must be made by ParentPay (www.parentpay.com), our online payment system, choosing the service 'Holland 2018 Football Development Tour'. Alternatively, if you would like to have a PayPoint service barcode, please contact Ms Pridham. The cost of the trip does not include spending money.

Students must obtain a current passport and European Health Insurance Card*. Please ensure these documents will be valid for at least three months after our return date. **If your child has a non EU passport, please consult the Embassy of the Kingdom of the Netherlands to verify whether he/she will need a visa to enter Holland. If you need to apply for a passport or EHIC, please do so as soon as possible and inform us that you have done so. The EHIC can be ordered free of charge via <https://www.gov.uk/european-health-insurance-card> .**

Here at Sir William Ramsay School we take students' welfare very seriously. For the safety of all students and staff, the school reserves the right to decline applications from students who may be unable to comply with the school's Code of Conduct. Any student, who gives cause for concern, regarding their behaviour, prior to our departure date, may be withdrawn from the trip. In such cases, the deposit is non-refundable, as are any monies already paid to the tour operator. The insurance does not cover such eventualities. Whilst on the trip all students must follow the school Code of Conduct; any students misbehaving in a way that puts themselves, or others at risk, will be dealt with severely upon our return.

It is parent/carers responsibility to ensure their son/daughter has sufficient emergency prescribed medication i.e. asthma pumps, epi/jext pens, for the duration of this trip. Unfortunately, failure to bring adequate, essential medication could result in your child being withdrawn from this trip.

Prior to departure, there will be a meeting at school for parents and participants. It is anticipated this meeting will take place at the beginning of January 2018. All parents and students must attend this meeting.

Students will have an opportunity to order a personalised souvenir kit nearer the time.

This is a wonderful opportunity for your son/daughter to learn some of the skills and techniques that have resulted in Ajax being recognised as one of the most successful European football clubs.

Should you have any concerns regarding this trip, please do not hesitate to contact me on the usual school telephone number.

Yours faithfully

Mr D Thomas
Teacher of PE

* We will continue to process this documentation in the usual way, subject to changes regarding agreed access to the single market.

Reply slip: please return to Ms Pridham in the Main Office, by Friday 25 November 2016.

Holland 2018 Football Development Tour
Saturday 10 February 2018 - Wednesday 14 February 2018

- I give permission for my son/daughter to participate in the above trip.
- I understand that there may be a surcharge in the event of less students participating in the trip.
- I have paid one single balance payment of £590.00.
- I will be paying by ParentPay in monthly instalments and I am aware of the payment date deadlines.
- I require a PayPoint barcode.
- I am aware that my son/daughter will need additional spending money for snacks, leisure and souvenirs.
- I confirm that my son/daughter will conform to the school's Code of Conduct before and during this trip and that I will be accountable should he/she breach these regulations.
- I understand that if my child is internally or externally excluded prior to departure, I will lose the whole sum paid to the tour company and will be liable for any cancellation charges at the date of withdrawal.
- I understand that once deposits have been paid to the tour company they will be non-returnable, unless covered by insurance and if I withdraw my son/daughter from the trip, once the booking is confirmed and/or default on any payments, I may not receive a refund of any monies already paid to the tour company. I am aware that once the booking has been confirmed, I may be required to pay any surcharges imposed by the tour company as a result of my child not participating in the trip, and that all notifications of withdrawal must be put in writing immediately.
- I understand it is my responsibility to ensure my son/daughter has sufficient essential prescribed medication with him/her for the duration of the above trip.
- I understand that photographs taken on the trip may be shared with other students on the trip and may be used within the school to promote future trips.
- I enclose a photocopy (on one A4 sheet please) of my child's current passport and European Health Insurance Card*. **Please check expiry dates.**
- I enclose a signed and completed Parental Consent Form.
- I enclose a signed Code of Conduct.
- I enclose a signed Administer Medication Form.
- I am aware there will be an opportunity to order a personalised souvenir kit nearer the time.

Student name:

Form:

Parent name :

Date:

Signature:

(Parent/Carer)

PLEASE PUT ALL DOCUMENTS IN A SEALED ENVELOPE, CLEARLY MARKED WITH THE STUDENT'S NAME, FORM GROUP AND TRIP DETAILS.