



Headteacher: Mrs L Ayling BA (Hons) NPQH

Educational Visit
KS4 Geography Tour to Bay of Naples, Italy
Friday 16 February 2018 – Monday 19 February 2018

September 2017

Dear Parent/Carer

I am writing to re-affirm our commitment to the Bay of Naples trip covering the above mentioned dates. Could I please remind you to continue to follow the payment schedule in order that all monies are in place for us to make the final payment to the travel company. It is also critical that I receive the passport details of each student as soon as possible. If you have yet to do this, please contact me as a matter of urgency. **Failure to produce a passport will mean that your daughter will be unable to take part in the trip.**

We are currently planning the details of the three days in the Sorrento area and will announce exact itineraries (excursions, evening activities etc) at a meeting to be held in January 2018. I can guarantee that your daughter will have an amazing experience that will prove both invaluable to her both educationally and also personally.

Each student must have a valid European Health Insurance Card (EHIC) which must be handed to me at least three weeks before we depart.

I would also suggest that you begin to think about clothing and baggage for the trip. We are walking up Mount Vesuvius and whilst we will be following a path, the students need to be equipped with sturdy walking shoes. Students will also need suitable wet weather clothing and some form of ruck-sack. Luggage allowances will be discussed at the meeting January but I have been assured that we have paid for luggage to go in the hold.

The remaining payment schedule is below. The total cost of the trip will be **£536**.

18 September 2017 - £70

13 November 2017 - £56 or final balance

It has been brought to our attention that **all students over 16 years of age at the time of departure must pay UK Air Passenger Duty of £13**. This is a UK government tax and cannot be avoided. All students affected will be contacted individually. This is the first time that this has been applied to one of our overseas visits. Please accept our apologies for this change.

Payment in full can be paid immediately if preferred. The school also has an online payment system. Parents new to this who wish to use the system should contact the finance department at school. Cheques should be made payable to **Prenton High School** and have your daughter's name and form on the back.

The balance for the trip must be paid **no later than Monday 13 November 2017**.

If there are any issues regarding payment, please contact me at school.

Please note that if your daughter changes her mind or personal circumstances change in any way, **the deposit is non-refundable and any additional monies paid towards the cost of the trip will be subject to cancellation charges which will vary dependent upon the date of cancellation.**

Yours faithfully

Daniel Major
Subject Leader: Humanities