



6 July 2016

Our ref: CWh/MTu

Dear Parent/Carer

Re: **RESIDENTIAL TRIP TO NORMANDY, FRANCE**

Helenswood Languages Faculty is delighted to offer our pupils a 4-day residential trip to Normandy in Northern France. The proposed departure date will be **Tuesday 13 December 2016 and return on Friday, 16 December 2016**. For your information, I have attached a draft itinerary of our planned events.

The purpose of the trip is for the students to spend time in France and use the language, for example when shopping. As a faculty, we have experienced that participation in a language trip makes the students more enthusiastic and interested in their study of French. The trip is aimed at our pupils who have chosen French.

The cost of the trip will be £320. This will include transport {Coach and Channel Crossing}, accommodation and full board, insurance and entrance fees for places of interest that we plan to visit. **Please note, your daughter will need her own current valid Passport {NOT a family passport} and EHIC {European Health Insurance Card}.** We will be advising when we require these items to be brought into the school.

The trip can be paid for in one payment or in instalments between now and 11th November 2016
{Instalment Payment dates will be:

£100 on 16th September 2016
£100 on 14th October 2016
and £45 on 11th November 2016}.

If you would like your daughter to take part in this trip, please return the enclosed slip with **£75.00 deposit** to the School Office by **Thursday 14 July 2016**. {This may be non-refundable if we are unable to fill the position vacated by any cancellation on your part}.

Deposits must be paid to the Finance Office in a named envelope with your daughter's name, form and trip title. We will advise how to make further payments once the trip allocation is complete.

A printed receipt will be issued upon payment.

[Cont/...2]



PRINCIPAL: Lucy Monk



A great deal of enthusiasm is usually expressed so an early return of the deposit and attached form would be advised. If we should be over-subscribed, we will organise a waiting list.

As always with a residential trip abroad, pupils whose behaviour in school has been unacceptable will not be able to go on this trip due to safety concerns.

We shall write again to arrange a Parents' Evening for parents' questions and give further details of exact accommodation and precise times to those pupils attending. In the meantime, we look forward to hearing from you.

Yours sincerely,

C Wheeler
Modern Languages Faculty
Trip Leader

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Please return to the Upper School Office by Thursday 14th July 2016

RESIDENTIAL TRIP TO NORMANDY, FRANCE – DECEMBER 2016

I agree to my daughter of Form
attending the above residential trip to Normandy, France.

I enclose a deposit of £75 {please make cheques payable to Ark Helenswood Academy} and understand this may not be refundable should we cancel and the position cannot be re-allocated.

I will pay the balance either:

*IN FULL/ONE PAYMENT £245 (No later than 11th November 2016)

*IN INSTALMENTS **£100 on 16th September 2016**
 £100 on 14th October 2016
 and £45 on 11th November 2016

{*Please delete method **not** required}

Signature Parent/Carer Date



PRINCIPAL: Lucy Monk