

26<sup>th</sup> February 2019

Dear Parent/Carer,

**All year groups: China trip 22<sup>nd</sup> -31<sup>st</sup> October 2020**

**Letter of Interest**

We are organising a trip to Qingdao and Beijing China for all interested students and your son/daughter is invited to participate. Mr Zell and other members of staff will be accompanying the students on this trip which will take place during the half-term holidays in October 2020. While in China, students and staff will be accompanied by an interpreter and a representative from the travel company – Access China UK.

A coach will transport students and staff to Heathrow Airport from The Wren School. The trip leaves from The Wren School on Thursday 22<sup>nd</sup> October 2020 and will return to school on Saturday 31<sup>st</sup> October 2020 (time to be confirmed once flights have been booked). Parents will need to make their own travel arrangements for students to and from the school at these times.

During the trip, students will have the opportunity to:

- Sightsee in Beijing;
- Participate in daily school life for 3 days at our sister school: Weiming Qingdao School;
- Sightsee in Qingdao.

Students will need to pack suitable clothing for the school visit and comfortable clothes for travel, sightseeing and for the overnight stay. You may wish to provide your child with 'pocket money' and up to £50 is thought to be sufficient for the trip as all food is included in the price.

We envisage the trip will cost £1,740. The cost includes:

- Coach transfer from The Wren School to London Heathrow Airport and return;
- International flight and local transportation in China;
- Total 5 nights 3-star (or above) hotel stay in Qingdao and 2 nights 3-star (or above) hotel stay in Beijing;
- All meals in China (and on flights);
- Chinese visa application;
- All sightseeing activities.

We do need parental permission for your child to attend. Please complete and return the attached form to the school office by 4<sup>th</sup> March 2019. This will declare your interest in the trip. Once we have had all the reply slips confirming we have enough students to take the trip forwards, a further letter will be issued requesting deposits to secure your son/daughter's place on the trip. There are 20 places available and these will be issued on a first come, first served basis upon receipt of the deposit.

We cannot fund this trip from the school's budget. Whilst there is no obligation to contribute, and no student in the group will be omitted from the trip if their parent does not contribute, the trip cannot take place if insufficient contributions are received. In case of financial hardship, support may be available and any request will be dealt with confidentially and sympathetically. Please see The Wren Nest Egg Policy on our website for details. Students in receipt of pupil premium funding may also be able to use part of their funding to subsidise this trip, in consultation with the pupil premium leader. Please contact me if you wish to discuss this option.

Contributions are generally non-returnable unless the trip is cancelled by The Wren School. Should the student be withdrawn by parental request, we will make every effort to fill places from a reserve list; however, all costs incurred by The Wren School due to the cancellation will have to be covered, whether the place is filled or not. The school reserves the right to charge an administration fee of 5% of the total trip cost. All such withdrawals should be discussed, in the first instance, with the trips administrator.

Please be aware that the medical information and contact details for your son/daughter that you have supplied for The Wren School's records, are printed and taken on the trip by the trip leader and their deputy, in case an emergency arises. They are also supplied to the member of the senior leadership team who is point of contact for the trip. The printouts are destroyed once the trip is over. By applying for a place on the trip, you are giving your consent for this information to be used for this purpose.

Please be aware that lost/stolen/damaged personal effects are not covered by school insurance.

The organisation of all trips includes a comprehensive risk assessment. The headteacher and trip leader may choose to exclude from the trip any student whose behaviour or schoolwork is not satisfactory.

Kind regards,

A handwritten signature in black ink that reads "D Zell". The signature is written in a cursive style with a large initial 'D'.

Mr David Zell  
Assistant Headteacher

*Please return the slip to student reception.*

**China trip 22<sup>nd</sup> – 31<sup>st</sup> October 2020**

**Letter of interest**

**Trip organiser – Mr David Zell**

Student: .....

Form Group: .....

I would like to register my interest for my son/daughter on this proposed trip.

Parent Signature: .....

Date: .....

Parent name: .....