

26<sup>th</sup> March 2019

Dear Parent/Carer,

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

**Letter of application**

As you will be aware, we are organising a trip to Qingdao and Beijing China for all interested students and your son/daughter is invited to participate. Your child was one of many that returned the letter of interest and we felt it was important they were given the first opportunity to secure a place before it was offered to other students in the school.

We envisage the trip will cost £1,735. 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.

The payment plan for this trip is as follows:

- **Deposit of £200 by 30th April 2019**
- 1<sup>st</sup> instalment of £300 by 30th June 2019
- 2<sup>nd</sup> instalment of £300 by 30<sup>th</sup> September 2019
- 3<sup>rd</sup> instalment of £300 by 30 November 2019
- 4<sup>th</sup> instalment of £300 by 28<sup>th</sup> February 2020
- 5<sup>th</sup> instalment of £335 by 31<sup>st</sup> May 2020

*Payment of these instalments can be made at any point before and up until the date stated above.*

*Please note: If your son/daughter is currently a year 10 student, they must be on roll at The Wren School and attending sixth form to attend this trip. If the student has left by the Summer 2020, the school cannot guarantee any refund of monies paid.*

We do need parental permission for your child to attend. Please complete and return the attached form to student reception by Tuesday 30<sup>th</sup> April. There are 20 places available and these will be issued

on a first come, first served basis upon receipt of the deposit. The deposit required is £200, along with the reply slip. The deposit should be made via your ParentPay account.

We cannot fund this trip from the school's budget. 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. There will be the option for students to carry out fund raising in aid of this trip and any monies raised will be shared amongst the 20 students and will be taken off the final payment amount.

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,



Mr David Zell  
Assistant Headteacher

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*Please return the slip to student reception.*

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

**Trip organiser – Mr David Zell**

Student: .....

Form Group: .....

I would like to for my son/daughter to have a place on this 10 day residential trip to China from Thursday 22<sup>nd</sup> October – Saturday 31<sup>st</sup> October 2020.

Parent name: .....

Parent Signature: .....

Date: .....