

Westbourne Academy

Marlow Road T 01473 742315
Ipswich F 01473 464825
Suffolk E office@westbourne.atrust.org.uk
IP1 5JN W www.westbourne.atrust.org.uk



WESTBOURNE
ACADEMY

Principal - Mr Garry Trott

Our ref: EKE/EPE

23 January 2018

Dear Parent

Languages Trip to Catalonia, Spain (18th – 22nd June 2018)

I write with reference to the trip to Catalonia in June of this year. Many thanks for the payments you have made to date. I include a copy of the payment schedule below, for your records. I would like to respectfully remind you that this trip has been oversubscribed and there is a waiting list. In order to maintain your child's place on this trip, it is imperative that you adhere to the payment schedule detailed below and make full and final payment by **Monday 5 March 2018**. Failure to do so, will result in your child losing their place on the trip. Payments can be made online via ParentPay. If you have not previously activated your ParentPay account please email financeteam@westbourne.atrust.org.uk and this will be set-up for you.

-	<i>Deposit Paid</i>	<i>£80.00</i>
[1]	21 st April 2017	£80.00
[2]	5 th June 2017	£50.00
[3]	3 rd July 2017	£50.00
[4]	11 th September 2017	£50.00
[5]	2 nd October 2017	£50.00
[6]	1 st November 2017	£50.00
[7]	5 th February 2018	£50.00
[8]	5 th March 2018	£39.00
	TOTAL PAYABLE =	£499.00

In addition to this your child will need some spending money in Euros to take with them when we depart. Each student will be responsible for their own spending money for the duration of the trip.

I now require details of your child's passport as these are required by the airline. Please find attached a proforma to complete with the details from your child's passport. It is crucial that the information is captured correctly, to ensure a smooth check in process at the airport. Please complete the proforma and return it directly to me by **Monday 29th January 2018**. I am aware that some parents might be in the process of applying for a passport and, if this is the case, please indicate this on the proforma and provide the details on receipt of the passport.

We will hold a parents' meeting in May/June 2018 with all the details of what student's will need to bring and the code of conduct which is enforced whilst travelling and abroad. May I also respectfully inform you that in the event that your child's attitude, attendance, behaviour or conduct in school falls below the standard we expect, we reserve the right to offer their place to another student or remove them from the trip. If there is no waiting list, monies paid to date will be lost. If you have any queries or concerns, please do not hesitate to contact me at school on 01473-466122.

Yours sincerely

Mrs E Kerrison

Associate Assistant Principal/Team Leader MFL

Enc





Giving Permission

This letter is about important information. You need to understand this information before you sign the form. Do not just ask your child to translate the information. If you are unable to read this information because English is not your first language, please ask someone who speaks English to contact the school on 01473 742315 or email office@westbourne.attrust.org.uk

Lietuvių kalba/Lithuanian - Suteikti leidimą

Šiame laiške yra svarbi informacija. Jūs turite suprasti informaciją prieš pasirašant ją. Neprašykite savo vaiko, geriau paklauskite suaugusio asmens kuris kalba Anglų kalba. Jei negalite perskaityti šios informacijos, nes anglų nėra jūsų gimtoji kalba, kreipkitės į ką nors, kas kalba angliškai arba kreipkitės į mokyklą 01473 742315 arba el office@westbourne.attrust.org.uk

Polski/Polish - Dawanie pozwolenia

List ten zawiera ważne informacje. Musisz zrozumieć informacje przed jej podpisaniem. Nie pytaj dziecka, lepiej jest poprosić kogoś dorosłego, kto mówi po angielsku. Jeśli nie możesz przeczytać tej informacji, ponieważ angielski nie jest twoim pierwszym językiem, poproś kogoś, kto mówi po angielsku, lub skontaktuj się ze szkołą 01473 742315 lub e-mail office@westbourne.attrust.org.uk

Em português /Portuguese - Dê permissão/consent

Esta carta é uma informação importante. Você precisa entender esta informação antes de assinar o formulário. Não basta pedir ao seu filho para traduzir a informação. Se você é incapaz de ler esta informação, porque o Inglês não é sua língua nativa, por favor, pergunte a alguém que fala Inglês deve contactar a escola 01473 742315 ou e-mail office@westbourne.attrust.org.uk

Limba română/Romanian - Permissiune/giving consent letter

Această scrisoare este o informație importantă. Aveți nevoie să înțelegeți aceste informații înainte de a semna formularul. Nu doar să cereți fiul sau fiica ta pentru a traduce scrisoarea. Dacă nu puteți citi această informație pentru că engleza nu este prima limbă, vă rugăm să întrebați pe cineva care vorbește limba engleză trebuie să contacteze școala 01473 742315 sau e-mail office@westbourne.attrust.org.uk

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Passport Details – To be stored securely by the Trip Leader

~ This form must be completed and returned to **Mrs Kerrison** by Monday 29th January~

If you are in the process of applying for a new passport, please indicate in the space below AND return this sheet to Mrs Kerrison. Thank you.

Name of child:

Form:

Date of Birth:

School: Westbourne Academy

Visit to: Spain

Dates of Visit: June 2018

Full name as it appears on the passport		(M/F)	Date of Birth
Passport/ID card Details			
Passport Number		If your child will be travelling on an ID card, please enter the details below	
Date of Issue		Date of Expiry	
Country of Issue		Nationality	

