**School Name**

Address

Email:

Website:

Send date

Dear Parent/Carer,

# School Trip to Sorrento, Italy

The Geography Department is delighted to be able to offer students the opportunity to take part in a residential trip to Italy on DD MM – DD MM YYYY**.** This trip is open to all pupils studying geography from Year group x.

The trip will provide an exclusive opportunity for students to discover how their studies can be used in real life contexts and to appreciate the differences in foreign culture first-hand. The trip will be led by a local expert tour guide. Students will visit an array of ancient sites and cultural attractions in both Sorrento and Naples on the multi-centre trip. Visits and excursions include Mount Vesuvius, Pompeii & Capri boat tour.

We will be using a dedicated school tour operator to help organise the tour: Voyager School Travel. They are accredited members of the School Travel Forum (STF) which means that all the organised elements of the trip have been strictly risk assessed by professionals in line national guidance. Voyager School Travel are a fully-bonded member of ABTA (The Association of British Travel Agents) and so the booking is financially protected. Voyager is a trusted organisation and will be responsible for providing all transport elements and accommodation [and insurance].

We will be staying at accommodation. Accommodation will be for x nights full board.

The cost of the trip will be **£xxx** (based on a minimum group of 40 students). This price includes all meals from Day/time until Day/time, all excursioncosts and travel insurance. The price does not include personal expenditure and drinks (except water) with meals.

*(Please be aware that the price is subject to increase if fewer students participate.)*

Places are initially limited to xx students. Should the level of interest exceed this, places will be allocated using a ballot system. This will be completed on **Date**. **We do not require deposit for this trip until names have been drawn and confirmed.**  If you wish your child to participate in this trip, required action, by **Deadline date**. Successful students will be notified and the deposit of £120 will then be due by Date. Those unsuccessful will be placed on the reserve list in ballot order.

The payment plan for the remaining payments is as follows:

|  |  |
| --- | --- |
| Date | Amount |
| Date | £xxx |
| Date | £xxx |
| Date | £xxx |

**Details of your school payment system.**

**PLEASE NOTE PUPILS MUST HAVE THEIR OWN PASSPORTS with at least 6 months before expiry.**

N.B: No pupil will be discriminated against on the grounds of inability to pay, but if insufficient contributions are received the trip will have to be cancelled. If you wish to discuss the above further please contact the Finance Office.

Yours sincerely,

Name

Job Title