



Bishop Challoner

Catholic Secondary School

Diocese of Portsmouth
 St. Michael's Road, Basingstoke, Hampshire RG22 6SR
 Tel: (01256) 462661 Fax: (01256) 810359
 email: headteacher@bcs.hants.sch.uk
 website: www.bcs.hants.sch.uk
 Headteacher: Mr J P Wright, BTh

29th June 2017

Dear Parent/Carer

I am writing to you to invite your child to participate in the French exchange residential visit. Our pupils will visit our partner school, Saint François de Salle in Alençon, from Wednesday 17th January to Sunday 21st January 2018. During this visit the focus and main activities will enable your child to experience school, family and community life in France and will help them to improve their language skills. Pupils and staff from Saint François de Salle will visit us from Wednesday 14th March to Sunday 18th March 2018 (it is expected that the group will arrive at school in the evening). In order to participate in the exchange, you must be able to host a pupil from our corresponding school on these dates.

Date:	Visiting: Wednesday 17 th January to Sunday 21 st January 2018 (Hosting: Wednesday 14 th January to Sunday 18 th March 2018)
Location:	Saint François de Salle, Alençon, France
Departure/Return times:	Estimated departure time: Early Wednesday morning Estimated arrival time: Wednesday evening
Method of Travel:	Coach and ferry
Lunch Arrangements:	Please provide a meal for your child on the outward journey
Passport/Visa/EHIC requirements:	Valid passport and EHIC
Clothing:	Appropriate – a checklist will be issued with a parental booklet
Guide to Spending Money:	£75-£100
Total cost not including spending money:	£344.15 – This cost is based on 30 pupils which is the minimum number required for the trip to proceed. If the final number of pupils is higher than this then the cost will decrease proportionately.

Below is the breakdown of costs for the trip

Compulsory Charge		Voluntary Contributions	
Cost of Board and Lodging	N/A	Transport	£183.33
		Admission to Local Attractions	£85.00
		Other Associated Costs	£75.82

Payment for the costs associated with the transport, admission charges and other costs are voluntary. However, if insufficient voluntary contributions are received to cover the cost of the visit, then the school will have to cancel the trip.

A full risk assessment has been carried out. All overseas travel is with fully bonded travel companies. A copy of the insurance policy is available for viewing at school. If you DO NOT wish your child to be photographed for display purposes within the school or online, please inform the trip leader in writing as soon as possible. Seatbelts must be worn as appropriate. A first aid kit and other medicines will be carried as appropriate. A parent/carer information evening will be held nearer to the time of departure.

A students' behaviour and/or school attendance in the lead up to the trip will be taken into consideration and if found to be unacceptable by the school they may be excluded with no refund of monies paid. All reasonable adjustments will be made for students with medical conditions to enable them to take part in the trip.



If the trip is oversubscribed a ballot will be held to determine the allocation of places. Your child's place on the trip will be confirmed at the beginning of September. If you wish your child to participate in this visit, please complete the reply slip and make the initial deposit payment of £65.00. Cheques should be payable to Hampshire County Council and must not be post-dated. Please write your child's name and trip details on the envelope and hand in to the school office. If a ballot is held and your child is not successful in securing a place your deposit cheque will be returned.

Yours faithfully

Mr. R. Crook
Trip Leader



REPLY SLIP: Please return by **Wednesday 19th July 2017**

FAO: Finance Department

TRIP TO: Saint François de Salle, Alençon, France

Pupil's Name: _____ **Tutor:** _____

I understand that the total cost for the trip is £344.15.

The school have made it very clear that whilst I am under no obligation to pay the voluntary contribution for this trip, if voluntary contributions are not received, the trip will have to be cancelled as school funds are limited.

I agree to pay the deposit of £65 payable by Wednesday 19th July 2017. Please make cheques payable to Hampshire County Council which should be placed in a sealed envelope, clearly marked with your child's name and trip details and handed to the Finance Department.

I agree to pay the final balance of £279.15 by the 16th December 2017, I understand that I am able to pay in three instalments of £70 plus one final instalment of £69.15, (this will be available on line):

First Instalment of	£70 by 20 th September 2017
Second Instalment of	£70 by 20 th October 2017
Third Instalment of	£70 by 20 th November 2017
Fourth Instalment of	£69.15 by 20 th December 2017

I understand that in returning this contract along with the deposit of £65 I am asking the school to book travel arrangements for my son/daughter. I acknowledge that in the event that the trip has to be cancelled, I may not be entitled to a refund of the deposit paid.

I understand that my child may be excluded from the trip if his/her behaviour and/or school attendance in the lead up to the trip is deemed to be unacceptable by the school, I will not be entitled to a refund of the deposit paid.

I have completed the Educational Visit Information Form and returned it with this reply slip. I understand that failure to complete and return the Educational Visit Information Form will mean that my child is unable to take part in this activity.

I confirm that I would like my son/daughter to take part in the residential trip to Saint François de Salle, Alençon, France and I agree to the above terms.

Parent/Carer Name: _____

Parent/Carer Signature: _____ **Date:** _____

