

Dear Parent/Person with Parental Responsibility,

Re: Educational Visit to Madrid 2016

We are thrilled to be proposing a school visit to Madrid, Spain, from Monday 27th June to Thursday 30th June 2016. The visit is open to pupils from Year 7-10 and will take place during Creative Learning Week.

To reserve a place on the trip, please return the attached parental consent form with a £50 non-returnable deposit as soon as possible to reserve a place on the trip and to enable the visit arrangements to be completed and confirmed.

The total visit cost per participant will amount to £485, which is required by Monday 23rd March 2016, but payments may be spread out over the next few months. This contribution will go towards: -

- A. Board and Lodging: Accommodation will be on a half board basis at a centre based in central Madrid. All rooms will have en-suite facilities.
- B. Travel: This will include return flights to Madrid, airport transfers, coach travel over the course of the trip. Costs will also include checked-in baggage and all airport taxes and security charges.
- C. Tuition and/or instruction: A variety of activities and trips in the day and evening activities at the centre. Trips will include Prado Museum, Flamenco show and tapas meal, Bullring Tour.
- D. Insurance cover: All bona fide educational visits by Staffordshire schools are covered by the county council's public liability insurance. Travel insurance is provided by the travel company 'WST Travel'.

Participants attending this visit will need to have a record of good behaviour and demonstrate that they can obey safety and other rules. Anyone whose behaviour becomes unacceptable after the trip has been booked may be excluded or required to return home early and any expenses incurred will be the responsibility of their parents.

Advance warning is needed of any participants with special medical or other needs to ensure all health and safety considerations have been made. Parents must inform the school of any relevant medical or other needs on the visit consent form. We will require an Education Service Medical Form to be completed not more than seven days prior to the start of the visit and no participant may join the visit unless this form has been received. Notification of dietary needs for sound medical, ethical or religious reasons must also be made.

Yours Faithfully,

Mrs A Shepherd
(Visit Leader)