



Fort Pitt Grammar School



5 September 2017

Dear Parent/Carer

Siguenza Residential Trip

We would like to give your daughter the opportunity to take part in a seven day residential trip to the city of Siguenza in Madrid during the Spring Term from 9 - 16 June 2018. This visit will provide GCSE Spanish students with an excellent opportunity to make use of their language skills and will also be an invaluable experience. The itinerary will include 20 hours of tailored Spanish lessons on 4 days, visits to significant places of interest including the capital of Madrid as well as opportunities to discover what life is like in Spain. The cost of the visit (provided at least 20 students intend to travel) will be £620. Cases of financial difficulty will, of course, be dealt with in confidence and sympathetically. The provisional itinerary attached will inform you better about the cost and places we hope to visit.

Please complete the attached reply slip and return this together with the non-refundable deposit of £100 placed in an envelope with your daughter's name, form and event written clearly on the outside. This should be given to the Main Office between 8.10 a.m. and 8.25 a.m. or during morning break by 29 September at the latest. Cheques should be payable to Fort Pitt Grammar School. Alternatively payments can be made to the school bank account, sort code: 08-92-99, account number: 65150432, reference: your daughter's name – Siguenza. Subsequent instalments will also be set up to enable the use of Parent Pay.

Further details relating to payment instalments are in the attached information. Please note that your daughter will need her own valid passport for this trip. If she does not already possess her own passport, you should apply for one as soon as possible. She will also need a valid European Health Insurance Card in order for her to take part (EHIC is available free - go to www.ehic.org.uk; be careful to avoid any sites which charge for this card. If your daughter does not hold a British passport, please contact me immediately as a Visa may be required for travel.

Yours faithfully

A handwritten signature in blue ink, appearing to read "D Higbee".

Mr D Higbee
Head of Modern Foreign Languages

A handwritten signature in blue ink, appearing to read "L Achata".

Ms L Achata
Spanish Department

To: Main Office, Fort Pitt Grammar School

I consent to my daughter _____ of Tutor Group _____
taking part in a school trip to Siguenza

- I enclose cheque for £100.
- I confirm that I have made payment to the school account.
- I am in receipt of Free School Meals and would like to discuss payment with a member of staff.

Please note that once you have consented and paid for a trip/event and the money has been paid over to a travel company/venue/organisation for an event or travel, no refunds can be made unless your daughter/son can find someone to replace her/him.

Should the necessity arise, I agree to the person in charge of the party giving consent on my behalf for an anaesthetic to be administered, or for any other urgent medical treatment to be given. **PLEASE ADVISE IF THERE ARE ANY EXCEPTIONS.**

Signature: _____ Date: _____
(Parent/Carer)

Name: _____

Emergency telephone number _____

Give below any relevant medical information that may be required

PROVISIONAL ITINERARY:

Date June 2018	Time	Activity
Saturday 09 th	Unknown	<ul style="list-style-type: none">- Departing to Gatwick Airport- Arriving at Madrid Airport- Transfer to Siguenza- Meeting families
Sunday 10 th	9am – 9 pm	<ul style="list-style-type: none">- Excursion to Madrid
Monday 11 th	9am – 2pm	<ul style="list-style-type: none">- Lessons- Reception at Town Hall- Guided tour of Siguenza
Tuesday 12 th	9am – 2pm 4 pm - 10pm	<ul style="list-style-type: none">- Lessons- Sporting activities with students from a local school
Wednesday 13 th	9am – 2pm 4 pm - 10pm	<ul style="list-style-type: none">- Lessons- Excursion to Alcala de Henares- Shopping Centre- Guadalajara
Thursday 14 th	9am – 2pm 4 pm - 10pm	<ul style="list-style-type: none">- Lessons- Astronomy Workshop
Friday 15 th		<ul style="list-style-type: none">- Free day to spend with family
Saturday 16 th	8 am - 2pm	<ul style="list-style-type: none">- Farewell to families and friends in Siguenza- Excursion to El Tajo Natural Park Reserve- Transfer to the airport.

What is included in the price

- Return Flight to Madrid
- Airport transfer in UK and Madrid
- Full board
- Lessons (20 hours)
- Excursion to Madrid (all day) (includes packed lunch)
- Excursion to Alcala de Henares (half day)
- Excursion to El Tajo
- Astronomy Workshop
- Insurance

Payments

- After initial deposit, all payments will be at the end of each of the month.
- Cancellation: Deposit **will not** be return after the purchase of the aeroplane tickets (if the cost of the ticket is less than the deposit, the difference will be return)
- The deposit is important to allow us to buy the flight tickets as soon as possible at cheaper prices. However, if you have a problem following these payment dates or amounts please call me to arrange alternative payment method.

Instalments	£
September 2017	100
October 2017	65
November 2017	65
December 2017	65

January 2018	65
February 2018	65
March 2018	65
April 2018	65
May 2018	65