



18 October 2017

Dear Parents/Carers and Students

For many years the academy has provided all students with the opportunity to take part in a residential experience during the early part of Year Eight. In order to introduce this to parents/carers I will be holding a presentation evening on Monday 6th November at 18:00. This will take place in the Main Hall; students may attend if they wish, although I will be holding an assembly for all Year Seven during that week.

This is an exciting opportunity for students to visit a wonderful centre in rural Northern France. The centre is Le Chateau du Broutel and is situated only one hour from Calais. Chateau staff are qualified to instruct students in a range of activities and are all British nationals.

Accommodation is of an extremely high standard (the centre was a three star hotel) with small numbers of students sharing a room with ensuite facilities. All meals are included, as are visits and activities. We are still discussing with the centre the exact detail of the five day programme but we anticipate it being a combination of language/cultural visits in conjunction with fun activities such as abseiling, climbing, shooting, raft making and much more. The experience always proves to be an exciting one. The year group will travel out to France on **Monday 15th October and return on Friday 19th October 2018**. Travel will be by coach via Folkestone – Calais (tunnel).

The cost for the five-day visit is £430. This includes accommodation, food, activities, excursions, insurance, collective passport and all travel. In order to ensure that payment is made as easy as possible we are proposing the following system:

Deposit (non refundable)		£100	by 31 st January 2018
Deposit two (non refundable)	£50		by 29 th February 2018
Payment three	£70		by 30 th March 2018
Payment four		£70	by 30 th April 2018
Payment five		£70	by 31 st May 2018
Payment six		£70	by 29 th June 2018

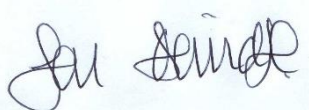
If you would prefer to pay in a lump sum or in larger parts please do so. All payments should be made via the on-line payment system available from the academy's website. Deposits must be paid by **31st January** in order to secure our booking. Please be aware that all payments for the trip **will only be refunded in line with the Tour Company's refund policy**, a copy of which is below (N.B. deposits are non-refundable). All funds are paid to the owners of Chateau (Manor Adventure, Craven Arms, Shropshire) and the Academy has no control over the terms and conditions relating to refunds.



The academy would like all children to take part in this activity. If you or your child has any concerns about this visit please contact me at the academy.

In accordance with the academy's charging and remissions policy, we are asking parents to make a payment for board and lodgings and a voluntary contribution to cover the balance. These figures exclude VAT which is not normally charged for educational visits. There is no obligation to make voluntary contributions and no child will be excluded from the trip but it will be necessary to have sufficient voluntary contributions for the trip to go ahead.

Yours sincerely



Jon Berridge
Assistant Vice Principal

MANOR ADVENTURE BOOKING TERMS AND CONDITIONS

3. CANCELLATION BY A CLIENT

All cancellations must be received in writing to Le Château. Cancellation charges by the Party Leader, on behalf of the group, are set out below.

Period before departure during which cancellation is received:

Cancellation charges per person:

70 days or more Deposits Paid

69-14 days 75% of total

13 days or less 100% of total

