

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Headteacher: Robin M Bevan MA MEd PhD FRSA



January 2020

Dear Parent(s),

RE: Maths Trip to Paris, 19th – 23rd May 2020

I am pleased to confirm your son's place on the Maths Trip to Paris in May 2020. I am still in the process of finalising the itinerary of this trip, which I will share with you once complete.

After the deduction of your non-refundable deposit of £100.00, a total of £480.00 remains to be paid. This will be collected in instalments, in line with the schedule issued by the tour operator. The instalment schedule is shown below, the first instalment being due by 7th February 2020.

Please be aware that, since this booking has now been made, the tour company's cancellation policy applies. Should your child wish to withdraw from the trip at any stage going forward, this policy will dictate the level of refund possible.

Instalment 1: £240.00 - 7th February 2020
Instalment 2: £240.00 - 6th March 2020

You will find the option to pay on Wisepay under the "Trips and Visits" icon, if you have any difficulty in accessing your account please contact Mrs Howley in the Finance Office.

In order for your son to attend this visit you must complete the school's '**offsite visit form**', this is available to download as a blue hyperlink on the payment screen for this trip on Wisepay. *Please be aware of your obligation to inform the school of any subsequent changes to your son's details after you have submitted this form. Please ensure that this form is submitted by Friday 31st January 2020.*

All students attending this visit require a valid passport and EHIC card. Please provide a photocopy of each to me personally by **Friday 31st January 2020**. If your son's passport expires before the date of return travel, please begin to consider arrangements to ensure that a new passport is received in good time.

If you have any queries please do not hesitate to contact me via the school.

Yours sincerely,

Mr J Miller
Trip organiser.

