

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: European Space Academy Trip 2020

I am pleased to confirm that your son has secured a place on the European Space Academy trip departing Monday 6th July 2020.

After the deduction of your non-refundable £150 deposit, £600 remains outstanding. This will be collected in instalments in line with the payment schedule issued by the Tour Operator as detailed below.

1 st Instalment	£300	by 13 th February 2020
2 nd and final Instalment	£300	by 31 st March 2020

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

Payment must be made via WisePay, you will find this payment item under the "Trips and Visits" tab on your WisePay homepage. If you have any difficulty in accessing your account, please contact Mrs Howley in the Finance Office.

Additionally, I must see your son's passport and EHIC (subject to BREXIT arrangement) to check that it is valid and to take a copy for our records. Please ask your son to bring this to me after payment has been made.

As this trip will require your son to miss 5 days of the summer term, I would like to confirm that his inclusion on the trip is subject to him fulfilling his curriculum commitments during the coming year. We will review his interim assessment data regularly and would expect him to maintain his levels of attainment and effort. Should he fall below the minimum requirements we will, in consultation with you, make a decision as to whether we should reconsider your son's suitability to be included. We also expect your son to catch up the work that will be missed during that week.

In order for your child to participate in this trip, you will need to complete the school's "Off Site Visit Form" which can be found on Wisepay on the payment screen for this trip. Please complete and submit this form online. You can complete this form at any time, however I would encourage you to complete it when making the final instalment payment. *Please be aware of your obligation to inform the school of any subsequent changes to your child's details after this form has been submitted.*

Finally, there will be a Parents Information Evening in the month prior to the departure of this trip but should you have any questions in the meantime, please contact me by e-mail at imp@shsb.org.uk

Yours sincerely

Mrs L Peek
Trip Organiser

