

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: Concert Tour to Catalonia (Spain) 18th July – 25th July 2020

I am pleased to confirm that your son/daughter has secured a place on the Concert Tour to Catalonia. We are currently still in the process of finalising the itinerary of the trip, which I will share with you once complete.

After the deduction of the non-refundable deposit of £75.00, a total of £675.00 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, with the first instalment falling due by 31st January 2020.

	<u>Value:</u>	<u>Payment deadline:</u>
Instalment 1	£225.00	31/01/2020
Instalment 2	£225.00	13/03/2020
Final instalment	£225.00	30/04/2020

Payment of all amounts must be made via WisePay. You will find this 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.

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

Finally, 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.* Please ensure that this form is submitted by Thursday 30th April 2020.

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

Yours sincerely,

Mr P Worth
Leader of Music

