

# 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)/Guardian(s)

### RE: Politics trip to New York and Washington

I am pleased to confirm that your son/daughter has secured a place on the trip to New York and Washington in February 2021. Due to the lengthy period of time between now and the trip, we are still waiting to confirm the full itinerary of the trip, as some companies do not take bookings until 6 months before. However, I will send out an itinerary as soon as it becomes available.

The trip is currently expected to cost £1575, of which you have already paid a £150 deposit. Any changes due to Brexit/flight costs will be communicated as soon as possible and the final payment will be adjusted accordingly.

The remaining amount to pay for this trip, after having received your non-refundable deposit, is approximately **£1425**. This does not include various things including travel documentation, personal spending money etc. Please find an instalment schedule below, which is in keeping with the payment requirements of the Tour Operator. Please ensure all amounts are paid via WisePay by 10am on the date indicated:

	<u>Value:</u>	<u>Payment deadline:</u>
Instalment 1	£300	3rd February 2020
Instalment 2	£400	23rd April 2020
Instalment 3	£400	29th June 2020
Instalment 4	£325*	28th September 2020

\* This amount is subject to change based on any changes made to the final cost by the tour company due to flight costs when they book mid-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.

The school are required to pass on details regarding students' travel documentation to the tour operator so they are able to book flights with the airline. Please could your son supply a photocopy of their passport (the page with their photo and passport details) to Mrs Howley in the Finance Office by Thursday 13<sup>th</sup> February or email it to [dmh@shsb.org.uk](mailto:dmh@shsb.org.uk).

Yours sincerely,

Mr E Sainsbury  
Teacher of Politics & Citizenship

