

Our Ref: 150/15

22nd October 2015

Dear Parent/Carer

A-Level Trip to Barcelona final arrangements
Sunday 15th November to Wednesday 18th November 2015

Thank you for your deposit of £100 for the Barcelona trip. If you have not already done so I would be grateful if you could pay the remaining £260 and return to me by **Monday 2nd November 2015**.

Your son should meet myself, Mr Doolan and Mrs Kavanagh at Liverpool Airport at 3.15pm. Could you please ensure that your son has his passport (in date) and his European Health Insurance Card. Details of the flight are as follows:

Easyjet

Out: Sunday 15th November 2015

From: Liverpool to Barcelona (Terminal 2B)

Flight EZY 7203, departs Liverpool 17-25 hrs, arrives Barcelona 20-40 hrs

Check in opens 15-25 hrs and closes 16-45 hrs

Return: Wednesday 18th November 2015

From: Barcelona (Terminal 2C) to Liverpool

Flight EZY 7202, departs Barcelona 16-05 hrs, arrives Liverpool 17-35 hrs

Check in opens 14-05 hrs and closes 15-25 hrs

Whilst staying in Barcelona we will be staying at the Casa Gracia, Passeig De Gracia. Pupils will be in shared rooms with their peers.

Please ensure that your son's hand luggage is the correct dimensions in line with the following Easy Jet policy:

"Each paying passenger may take one standard piece of hand baggage, dimensions 55x45x25cm. There is no weight limit for hand luggage. During busy periods any hand baggage bigger than 50x40x20cm may have to be put in the hold".

If you have made arrangements for a bag to be checked into the hold, please include the £18 surcharge with your final payment.

I should be grateful if you would make a voluntary contribution for the trip of £260. If you would like your son to attend this trip, please return the reply slip below, together with the appropriate cash or cheque (made payable to **St Margaret's C E Academy**) in the enclosed sealed envelope.

Please note however, should voluntary contributions not cover the cost of the trip, we regret it may have to be cancelled. In line with a recent change to our Charging Policy, students for whom we receive Pupil Premium funding (eg those entitled or previously entitled to Free School Meals) will not be required to make a voluntary contribution for trips which cost under £100.00. Should the total cost of the trip be in excess of £100.00, St Margaret's will fund the first £100.00 for such pupils.

Parents or carers experiencing financial difficulties can contact me, in confidence, to discuss the matter.

Yours sincerely

Mr M Bradfield-Smith
Art Teacher – Coordinator of Creativity

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REPLY SLIP – Mr M Bradfield-Smith - A Level Barcelona Trip

Student Name: _____ Form: _____

I have read and understood the final arrangements for the Barcelona Trip taking place on Sunday 15th November until Wednesday 18th November 2015.

Please complete the following details:

Passport No.	
Date of expiry	
Country of issue	
Nationality	
Date of Birth	

I enclose final payment of £260 in the envelope provided

Signed: _____

Date: _____