



St Philip Howard
Catholic High School
Specialist Humanities School

1st March 2016

Dear Parents/Carers,

We are pleased to be able to offer the opportunity of going to France, to all Year 8 pupils, and to Year 9 pupils who will choose to study French at GCSE level.

The trip will take place between Monday 27th March and Friday 31st March 2017. The students will be picked up from the school and travel to Poitiers by coach. We will stay in a 2 star hotel on the outskirts of Poitiers, on a full board basis.

Activities are likely to include a full day at Amboise to visit its castle, as well as a troglodyte site and a glass making factory; we will also visit a school in Poitiers, and visit the medieval centre of the town, as well as enjoy some of the local food. The final day will be spent at the Futuroscope, which is a unique theme park based on the latest audio visual techniques. Students will have the opportunity to speak French on a regular basis during their stay.

The **total cost** per pupil will be **£480** for 5 days and 4 nights and covers transport, accommodation on a full board basis, and all activities and visits. This includes the sum of £180 for board and lodging, which is chargeable to parents. However, if a family is in receipt of specific benefits, they should contact the school to discuss potential eligibility to remission costs.

All other costs, including transport, will be £300 per pupil, and parents are being asked to make a voluntary contribution for this amount. Parents are not obliged to make a contribution, but if we do not receive sufficient payments the visit will unfortunately have to be cancelled.

I appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum, and if you feel that you are in such a position, please do not hesitate to contact me in confidence to discuss whether some suitable arrangements can be made to cover the cost of your child's participation.

I also need to stress that if a family were unable to contribute and the trip were still to proceed, no child within the class/year group for whom the trip is intended, will be disadvantaged or left out of the activity.

If you would like your child to participate, please complete the slip below and return it to me immediately. The permission slip and a deposit of £80 should be returned to student reception by Monday 21st March. Please see the attached schedule of payments for the following 6 instalments.

Elm Grove South
Barnham
West Sussex PO22 0EN
Tel: 01243 552055
Fax: 01243 552900

office@st-philiphoward.w-sussex.sch.uk
www.st-philiphoward.w-sussex.sch.uk

Headteacher: **David Carter**



Please note that the deposit is not refundable if your child decides not to go on the trip for any reason other than a medical reason; the closer we get to the departure date, the less refund (or none at all) are you entitled to on the overall cost of the trip.

If you have any queries, please do not hesitate to contact me.
Yours sincerely,

A handwritten signature in black ink that reads "MacDonald". The signature is written in a cursive style with a small flourish at the end.

Dr N MacDonald
Head of Languages
nmacdonald@sphcs.co.uk

NMACD\amt\Resourses\Visits\FrenchTrip2017Ltr

PAYMENT DUE MONDAY 21ST MARCH 2016

Office use only	
Account	
Date	
Notes £50	
Notes £20	
Notes £10	
Notes £5	
£1	
S & 1 Notes	
50p	
20p	
Silver	
Bronze	
Total Cash	
Cheques	
PO's	
£	

PAYMENT SLIP	
CHILD'S NAME:
TUTOR GROUP:
DATE:
A/C REF:	FR17.....
A/C NAME:	FRANCE 2017
NAME ON CHEQUE (if different)
AMOUNT:	£80..... (Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: FR17
Bursar's Signature:
Date:

PAYMENT DUE MONDAY 18TH APRIL 2016

Office use only	
Account	
Date	
Notes £50	
Notes £20	
Notes £10	
Notes £5	
£1	
S & 1 Notes	
50p	
20p	
Silver	
Bronze	
Total Cash	
Cheques	
PO's	
£	

PAYMENT SLIP	
CHILD'S NAME:
TUTOR GROUP:
DATE:
A/C REF:	FR17.....
A/C NAME:	FRANCE 2017.....
NAME ON CHEQUE (if different)
AMOUNT:	£80..... (Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: FR17
Bursar's Signature:
Date:

PAYMENT DUE MONDAY 23RD MAY 2016

Office use only	
Account	
Date	
Notes £50	
Notes £20	
Notes £10	
Notes £5	
£1	
S & 1 Notes	
50p	
20p	
Silver	
Bronze	
Total Cash	
Cheques	
PO's	
£	

PAYMENT SLIP	
CHILD'S NAME:
TUTOR GROUP:
DATE:
A/C REF:	FR17.....
A/C NAME:	FRANCE 2017
NAME ON CHEQUE (if different)
AMOUNT:	£80..... (Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: FR17
Bursar's Signature:
Date:

PAYMENT DUE MONDAY 20TH JUNE 2016

Office use only	
Account	
Date	
Notes £50	
Notes £20	
Notes £10	
Notes £5	
£1	
S & 1 Notes	
50p	
20p	
Silver	
Bronze	
Total Cash	
Cheques	
PO's	
£	

PAYMENT SLIP	
CHILD'S NAME:
TUTOR GROUP:
DATE:
A/C REF:	FR17.....
A/C NAME:	FRANCE 2017.....
NAME ON CHEQUE (if different)
AMOUNT:	£80.....(Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: FR17.....	
Bursar's Signature:
Date:

PAYMENT DUE MONDAY 26TH SEPTEMBER 2016

Office use only	
Account	
Date	
Notes £50	
Notes £20	
Notes £10	
Notes £5	
£1	
S & 1 Notes	
50p	
20p	
Silver	
Bronze	
Total Cash	
Cheques	
PO's	
£	

PAYMENT SLIP	
CHILD'S NAME:
TUTOR GROUP:
DATE:
A/C REF:	FR17.....
A/C NAME:	FRANCE 2017.....
NAME ON CHEQUE (if different)
AMOUNT:	£80.....(Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: FR17.....	
Bursar's Signature:
Date:

PAYMENT DUE MONDAY 7TH NOVEMBER 2016

Office use only	
Account	
Date	
Notes £50	
Notes £20	
Notes £10	
Notes £5	
£1	
S & 1 Notes	
50p	
20p	
Silver	
Bronze	
Total Cash	
Cheques	
PO's	
£	

PAYMENT SLIP	
CHILD'S NAME:
TUTOR GROUP:
DATE:
A/C REF:	FR17.....
A/C NAME:	FRANCE 2017.....
NAME ON CHEQUE (if different)
AMOUNT:	£80.....(Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: FR17.....	
Bursar's Signature:
Date:

- Payment should be made direct to the Bursar's office at the **following times only**: 8.15-8.40am and 10.40-11am using the payment slip below.
- Payment may be made via the school's online payment system.
- Payments, cash or cheque, cannot be accepted without this slip.
- Cheques should be made payable to St Philip Howard School S Fund
- Cash should be in one envelope with the child's name, tutor group and account number printed on the front.
- Receipts will be issued for cash payments but not for cheques, unless specifically requested.
- Pupils remain responsible for all monies until handed over to the Bursar, so payment should be made as early as possible.
- Students should not carry money around the school.
- The parental consent form should be returned to the member of staff organising the trip.

NC\vt\visits & stdforms\payment slip instalments