



St Philip Howard
Catholic High School
Specialist Humanities School

14th February 2017

Dear Parents/Carers,

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

The trip will take place between Monday 19th March and Friday 23rd March 2018. The students will be picked up from the school and travel to Heathrow airport by coach, and then to Bilbao in Spain by plane. We will stay in a 2 star hotel in Santillana del Mar, on a full board basis.

Activities during the visit will include a 3 hour intensive Spanish class by native speakers, a visit to Santander and its market, a whole day excursion to the Picos de Europa, and a visit to a Spanish school. Students will have the opportunity to speak Spanish on a regular basis during their stay. There will also be a visit to The Guggenheim Museum in Bilbao which will be of particular interest to those who are studying Art.

The **total cost** per pupil will be **£590** for 5 days and 4 nights and covers transport, accommodation 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 £410 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.

If you would like your child to participate, please complete the slip below overleaf and return it to me immediately. The permission slip and a deposit of £90 should be returned to student reception by 10th March 2017. Please see the attached schedule of payments for the following 6 instalments.

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

Yours sincerely,

Miss P Brierley
Acting Head of Languages

as\\Resources\\Visits\\SpanishTrip1stLtr2018

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Headteacher: **David Carter**

REPLY SLIP



Spanish Trip 2018

Please return slip to Miss P Brierley by 10th March 2017

I would like my son/daughter to take part in the Spanish Trip 2018

Name of Student: Form:

Signed: (Parent/Carer)

✂ -----

DEPOSIT TO BE PAID BY FRIDAY 10th MARCH 2017

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:	SP18.....
A/C NAME:	SPAIN 2018
NAME ON CHEQUE (if different)
AMOUNT:	£90..... (Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: SP18.....	
Bursar's Signature:
Date:

INSTALMENT 1 TO BE PAID BY THURSDAY 27th APRIL 2017

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:	SP18.....
A/C NAME:	SPAIN 2018.....
NAME ON CHEQUE (if different)
AMOUNT:	£100..... (Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: SP18	
Bursar's Signature:
Date:

INSTALMENT 2 TO BE PAID BY THURSDAY 26th MAY 2017

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:	SP18.....
A/C NAME:	SPAIN 2018
NAME ON CHEQUE (if different)
AMOUNT:	£100..... (Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: SP18	
Bursar's Signature:
Date:

INSTALMENT 3 TO BE PAID BY THURSDAY 13th JULY 2017

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:	SP18.....
A/C NAME:	SPAIN 2018.....
NAME ON CHEQUE (if different)
AMOUNT:	£100.....(Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: SP18.....	
Bursar's Signature:
Date:

INSTALMENT 4 TO BE PAID BY THURSDAY 14th SEPTEMBER 2017

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:	SP18.....
A/C NAME:	SPAIN 2018.....
NAME ON CHEQUE (if different)
AMOUNT:	£100.....(Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: SP18.....	
Bursar's Signature:
Date:

INSTALMENT 5 TO BE PAID BY THURSDAY 9th NOVEMBER 2017

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:	SP18.....
A/C NAME:	SPAIN 2018.....
NAME ON CHEQUE (if different)
AMOUNT:	£100.....(Cash/Cheque)

CASH RECEIPT	
NAME:
AMOUNT:£
A/C REF: SP18.....	
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 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

