



Standish Community High School

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 Executive Headteacher: Mr A Pollard BA (Hons) MA NPQH
 Head of School: Mrs L Barker BA (Hons)
 When replying please ask for:

Mrs A O'Connor
 MFL Department
 20th November 2018

Dear Parent/Carer

The MFL department is delighted to be able to offer your child a place on a languages enrichment trip to the University of Central Lancashire (UCLan) on Wednesday 12th December 2018. We will be leaving school at 8.45am and returning at approximately 2.30pm. All students will be required to wear school uniform and need to bring a packed lunch. If your child is eligible for free school meals, then a packed lunch will be supplied for them.

A voluntary contribution of £15.00 is requested, which covers coach travel to and from UCLan and the activities. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

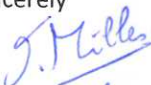

The preferred method of payment is online using the Standish Community High School payment system via the website. Cheques can be made payable to Standish Community High School. If paying by cash please enclose the correct amount as change cannot always be given. Return the payment in a sealed envelope to the finance office, by Tuesday 27th November 2018, clearly marked with the following: Student's name and form, trip or event, whether the payment is cash or cheque, the amount enclosed.

In the event that a student cancels their participation on an educational visit, any monies due to be refunded should be returned either by cheque or via online account to the parent/carers who made the payment. The amount of refund is dependent on how late the student is withdrawn from the activity, whether a replacement student can be found and what costs have already been met by the school which cannot be reclaimed. Where the trip has been organised through a tour operator or other external supplier, the cancellation charges which are described in the booking conditions / terms of the insurance will apply. Where a trip is not paid for in full by the final payment deadline, the school reserves the right to withdraw any student from an educational visit.

Any place offered on an educational visit is conditional and may subsequently be reviewed by the Senior Leadership Team of the school. The school reserves the right to withdraw any student from an educational visit if the student repeatedly displays poor standards of behaviour in school and/or it is considered that their behaviour would pose a serious health and safety risk to themselves or others participating in the educational visit. In such a circumstance the school will not refund any payments to parent/carers already made to the tour operators or any external suppliers.

If your child's medical or contact details have changed since being updated in September 2018, please contact school as soon as possible with their new details. Any changes can be emailed to our new email account data@standishchs.wigan.sch.uk

Yours sincerely


 Mrs L Barker
 Head of School 

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REPLY SLIP for MFL Department trip to UCLAN: Please return to the Finance Office by Tuesday 27th November 2018.

I give permission for my son/daughter to visit UCLan for language enrichment activities on Wednesday 12th December 2018.

Student: _____ Form: _____

Signature: _____ Date: _____
 (Parent/Carer)

£15.00 paid online £15.00 cash / cheque enclosed (please tick where appropriate)

