

RB/JC

12 February 2019

Dear parent/carer

## **London Trip**

Thank you for securing your son/daughter's place on the Art & Design London trip.

As previously communicated, the price of £380.50 was subject to change and, unfortunately, due to smaller numbers than expected wanting to attend, the price of the trip has seen a slight increase to £405.00.

The travel company request the balance of the trip to be paid in full by no later than 12 April 2019. Therefore, I suggest the following payment plan, or alternatively, you can pay the full amount.

Deposit (already paid)	£50
15 March 2019	£155
29 March 2019	£100
10 April 2019	£100

All payments must be made by the due dates and the total balance paid in full by 10 April 2019.

### **Cancellation charges:-**

More than 90 days' notice - Deposit is non-refundable

60 - 90 days of departure - 60% of the total cost is payable

30 - 60 days of Departure - 80% of the total cost is payable

0 - 30 days of departure - 100% of the total cost is payable

***These charges still apply if a student is withdrawn due to behaviour, exclusion or leaving JCSC.***

Please can you complete and return the attached form, which is mandatory for school residential trips.

Yours faithfully

MRS R BROWN  
Director of Art & Design