



Sept 2018

Dear Parents/Guardians,
Joint Headteachers:
Mr C Bennett & Mr K Stride

Re. Business Studies Department Trip to Prague

I am pleased to inform you of a trip to Prague which is booked for **Thursday 31st January 2019 returning Saturday 2nd February 2019**, for those students who are currently in Year 12 and 13 studying Business, Travel and Tourism and Economics.

The cost of trip includes:

- 2 days and 2 night's bed and breakfast in a city based hotel.
- Return flight from Stansted Airport to Prague.
- Transport and insurance whilst in Prague,
- Trip to the Skoda factory
- Hotel Visit
- Boat Cruise on the River Vltava, including dinner
- Entrance to Staropramen Brewery

Not included in the price:

- Return transport to Stansted Airport
- Checked-in hold luggage
- Travel Visas & passports
- Meals for Thursday, Friday and Saturday Lunch

The total cost for the trip is £330 which will be payable in instalments.

This visit is classified as a voluntary activity and under the regulations of the Education Reform Act 1988, I have to inform you that the school cannot charge for this trip. We would ask you to make a voluntary contribution of £330. I should make it clear there is no obligation to make this contribution and that students will not be excluded from the visit because parents are unable to contribute. However, as we are unable to fund the activity in any other way it will be cancelled unless we cover costs. If you do have financial difficulties then please put it in writing to Mrs Lambert in the Finance Office.

If you would like your son/daughter to be considered for the trip, please complete the permission slip below and make a non-refundable **deposit of £100 using your online Parent Pay account**. Reply slips should be placed in the black box next to Finance **by Monday 24th September**

There are 40 places for the trip which will be allocated on a first come, first served basis. If the trip is over-subscribed, the remaining names will go on a waiting list.

If your son/daughter has any medical / emergency contact details that may have changed recently, please notify the school as soon as possible. If you have any queries at this time, please contact me at school, or by e-mail:
t.hodgson@overtongrange.sutton.sch.uk

Yours faithfully,

Mrs T Hodgson
Head of Business Studies

To: Mrs. Hodgson

Re: Year 12/13 Prague Trip

I would like _____ (student) of _____ (Tutor Group) to go to Prague on 31st January 2019.

- I have paid £100 online using my Parent Pay account and will return the permission slip to the black box. My ParentPay reference is: _____

My son / daughter's passport number is _____ and the expiry date is _____.

Please state nationality: British Other (Please state)

Signed _____ Please print name _____
Parent/Guardian

To be returned to the black box next to Finance by Monday 24th September 2018