



# KING EDWARD VI SCHOOL

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## LICHFIELD

9 November 2015

Dear Parent / Carer

### Visit to China – March 2016

#### Dates, flights, passports, visas and payments

You will be pleased to know that the preparations for the King Edward VI educational visit to China in 2016 are progressing well.

As you may well be aware with a trip such as this there is a vast amount of administration that needs to be sorted to ensure that everything runs smoothly and there are no major issues and as such, in this letter I would like to confirm some of the basic information for the trip and start to progress some of the administration that will need to be dealt with.

- **Dates & Itinerary**

Final confirmation the dates for the trip are:

Departure: Wednesday 23 March 2016  
Return: Thursday 31 March 2016  
Itinerary: Shanghai to Xian to Beijing

- **Flights**

The direct flights have now been confirmed with British Airways, with both outbound (to Shanghai) and return (from Beijing) departing and returning from London Heathrow. Flight numbers and times (which are still subject to possible time changes by the airline) are as follows:

<b><u>OUTBOUND JOURNEY</u></b>			<b><u>INBOUND JOURNEY</u></b>		
<b>Flight No : BA169</b>			<b>Flight No : BA038</b>		
23/03/2016	Depart: Heathrow (LHR)	- 14:05	31/03/2016	Depart: Beijing (PEK)	- 11:15
24/03/2016	Arrive: Shanghai (PVG)	- 09:25	31/03/2016	Arrive: Heathrow (LHR)	- 15:10

*Please note – return coach transport to and from Heathrow Airport is included in the price of the trip and so all students will need to be dropped off and picked up from KEVI School. Details of the drop-off and pick-up time will be confirmed at a later date.*

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- **Passports**

As part of the administrative requirements of our flights we need to provide name, nationality, passport details etc. of all passengers to British Airways. In addition **all passports must have an expiry date of more than six months after the return date if a valid visa is to be obtained.** As such, I need **all students to bring in their current passport by Friday 27 November** to enable us to provide the airline with the details required and to allow me to check expiry dates.

*Please note – if your son / daughter does need a new passport I still require the “old” passport to be brought in so I can get the relevant details from this and then once the new passport is received I will require this to be brought in so I can update the passport number details.*

- **Visa for China**

I am currently in discussions with our travel agent to see if a Chinese group visa can be arranged. If this is possible this will make the process of getting the appropriate visas less complex and will also potentially be cheaper than applying for individual visas. Even if this is not possible I will look to arrange for applications to be organised centrally by myself. I will keep you updated as to the progress on visa applications, but in the meantime please do not worry about trying to find out about applying for a Chinese visa.

- **Payments**

As set out in the initial letter for the trip payments are due as follows:

<i>Wednesday 7 October 2015</i>	<i>Initial Deposit</i>	<i>£150</i>	<i>Paid</i>
<b>Wednesday 18 November 2015</b>	<b>2<sup>nd</sup> stage payment:</b>	<b>£400</b>	<b>Due</b>
Wednesday 16 December 2015	3 <sup>rd</sup> and final payment:	<u>£1,000</u>	
	Total to be paid	<u>£1,550</u>	

with the **second payment of £400 due by Wednesday 18 November**. All future payments (including the 2<sup>nd</sup> stage payment) need to be paid via the parent pay system ([www.parentpay.com](http://www.parentpay.com)). If you are not already set up on the parent pay system could you contact me directly (email - [crossin@kingedwardvi-lichfield.staffs.sch.uk](mailto:crossin@kingedwardvi-lichfield.staffs.sch.uk)) and I can arrange for your login details to be provided to you.

I will continue to keep you informed of all progress with regards to this trip, however should you have any queries please do not hesitate to contact me.

With kind regards

Yours faithfully



Craig Rossin  
Head of Business, Economics and Accounting