



29 November 2017

Dear Parent/Guardian

**Geography trip to Iceland – Monday 2 July to Friday 6 July 2018**

Now the number of students has been finalised, the total cost of the trip will be £1126. This includes the cost of flights, a coach with tour guide, insurance, en-suite accommodation, all meals provided and the cost of numerous activities such as swimming at Fontana Spa, glacier walking and a ferry trip to Heimaey Island.

As you have already paid a £150 deposit, there are two options to make the remaining payment of £976. If you wish to make a **single payment**, please do so by **Monday 29 January 2018** as the school will need to pay the next instalment to the travel company by then.

Alternatively, you can make **3 instalments** in advance of the dates given below:

- 1 £300.00 by Monday 29 January 2018**
- 2 £612.00 by Monday 30 April 2018**
- 3 £64.00 by Monday 11 June 2018**

These payments should be made via the **ParentPay** website. Alternatively, cheques can be sent into school (made payable to **Staffordshire County Council**) in an envelope marked '**For the Attention of Mrs Jetson**', clearly labelled with **your child's name** and **tutor group** and the **date** and **destination of the educational visit**.

Shortly I will be sending out an **email to your child's school email address** with an attached word document to collate passport information and dietary requirements. Their email account can be accessed from home via the school website under "useful links". They will need to enter their username and password to access their email account in this way. I would appreciate this being filled out as soon as possible and the completed form emailed back to me, so I can forward it to the tour company. Please note that you can only attach files via a school email address when it is accessed through the Internet Explorer browser, rather than Google Chrome etc. If you have a problem accessing your child's email account from home or sending the attachment from their account, please email me and I can forward the document to an alternative email address.

There is now a clothing and equipment kit list available on the school website (curriculum > geography) with items the tour company recommend are useful for the trip, as well as an itinerary for 2018. There will be a parents meeting in June to complete medical forms and to ask any last minute questions.

If you require any further information before then, please contact me at:

[gmerry@kingedwardvi-lichfield.staffs.sch.uk](mailto:gmerry@kingedwardvi-lichfield.staffs.sch.uk)

Yours faithfully

Miss G Merry  
Geography Department