



KING EDWARD VI SCHOOL LICHFIELD

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Headteacher: Ms J Rutherford BA (Hons)

21<sup>st</sup> September 2018

Dear Parent / Carer

### Prague Educational Visit – Monday 1 July – Friday 5 July 2019

I am pleased to announce the Economics/Business and Accounting department are looking to offer an education visit.

**Location** Prague

**Accommodation** TBA – will be a hotel NOT a hostel

**Dates** Monday 1 July – Friday 5 July 2019

The **maximum cost of this visit is £725 per student** (*subject to changes in transport/local taxes and fuel surcharges*). Excluded from this is spending money / other pocket money your son / daughter may require, as well as potential local transport (underground) costs to educational visits in Prague itself. Final detail of the itinerary will be concluded over the coming weeks as flights come on-line and available and the actual educational activities are finalized.

In order to gain the best deal early booking of flights is advisable by the tour operators, hence the request from you regarding the commitment to this visit.

The place on this visit is conditional based on the behaviour of your son/daughter, and will remain so until the time of the visit itself. I am sure you will agree that the safety of all pupils is always paramount. I am sure you will also appreciate that as the leader of such a visit I look to minimise the level of risk wherever possible.

Misbehaviour and the failure to carry out instructions whilst on such a visit could result in an increase in risk for your child as well as others. This visit is not a compulsory part of education. The students will need to follow strict instructions and adherence to requests from teachers and adhere to the law in the Czech Republic. This will include no smoking/vaping and/or the taking of prohibitive substances including alcohol. Any student that does not adhere to these rules will face consequences in line with the school behaviour policy - and if the Czech authorities become involved it will be the parent's responsibility to handle the situation completely with their time and at their expense. Any student whose behaviour becomes unacceptable may be required to return home early at the expense of parents or carers.

Payments will be made given the understanding that the school has the right of withdrawal of a place on the visit at any time, refunds given will be in line with the terms and conditions as detailed in this letter if it feels your child demonstrates unacceptable behaviour prior to the visit that could increase the risk on such a visit. I am confident, however, that with your support in this matter, this will not be a necessary action.

### **The visit price is looking to include the following (exact visits still to be confirmed)**

- Return coach travel from school to airport and flights
- 4 nights half Board accommodation
- Travel and Medical insurance (details TBA\*)
- All current local taxes
- Hold baggage on flight (details TBA)
- Four Visits (subject to change) such as:
  - Car plant tour
  - Temelin Nuclear Power Plant or
  - Stechovice Hydroelectric Power station
  - Nizbor Glass/Crystal factory or Ruckl Glass
  - Staropramen Brewery tour
  - Behind the scenes airport tour
  - Barrandov Film studios tour
  - Half day guided tour of Prague

\*TBA – To be advised

## Activation of insurance

There is a requirement to complete a booking form to the operator. Once I have provided the details below then the insurance for your son/daughter is activated. Please note details must be **per passport**. Failure to provide accurate information may result in additional charges being passed onto you.

## Payment commitment due to trip withdrawal

May I also draw your attention to the following regarding the commitment being made in terms of payments to the trip. In the event of your son/daughter having to withdraw from the visit, please be aware of the conditions you agree to:

- The deposit of £200 is non-refundable.
- Between 7 and 13 weeks prior to departure
- Between 3 and 7 weeks prior to departure
- Within 3 weeks of departure
- Loss of 75% of visit cost
- Loss of 90% of visit cost
- Loss of 100% of visit cost

Any cancellation needs to be in writing.

Please note: If the reason for your cancellation is covered under the terms of your insurance policy, you may be able to reclaim these charges from your insurer.

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## Payment Schedule

Given the need to secure flights and to ensure that full payment is made to third parties at the contracted times, a payment schedule for this visit will be in place, in line with the terms and conditions of the chosen operator. This will be confirmed to you once your place has been confirmed.

To confirm your place an Initial (non-refundable) Deposit is due by Wednesday 10 October for £200.

Please note all payments are to be made via the Parentpay system – the stage payments that will be put in place will be the minimum payments that need to be made by the stated dates. These amounts need to be paid by these deadlines to enable us to pay our supplier. **A delayed payment could result in additional costs being passed on to you or the school having to cancel your child's place as the school cannot be exposed to any cancellation fees. In the event of non-payment in line with the schedule above then no refunds will be made in the event of a cancellation.**

A meeting will be arranged, when appropriate, with further details about the visit including a presentation as well as a question and answer session.

As mentioned I am requesting passport details for insurance purposes as well as for air travel and the booking of flights. A copy of your son/daughters' passport **now** would be most welcome – please attach to the form below.

I hope this detail has not been too onerous – I am very much looking forward already to this exciting visit.

Yours sincerely

Mr Turner  
Prague Visit leader  
Teacher Business, Economics & Accounting