

27<sup>th</sup> March 2017

Dear Parent/Guardian

### History Visit to Berlin – February 2018

Thank you for expressing an interest in the proposed visit to Berlin. Pupils have been selected at random from all those pupils who expressed an interest. This letter is confirmation that your child has a provisional place on the February 2018 Berlin visit and is a request for your deposit.

In order for the trip to go ahead we ask parents/guardians for contributions towards the visit. We would like to draw your attention to the footnote at the end of this letter regarding Voluntary Contributions and the criteria which apply, should you wish to seek financial assistance. If the necessary contributions are insufficient we will unfortunately be forced to cancel the trip. The contribution schedule applies.

Date	Instalment	Contribution Amount
By 7/4/17	1 (Deposit now due)	£100
By 3/7/17	2	£150
By 17/11/17	3	£305 (Balance)
Total		£555

Please make cheques payable to Woldgate School. Alternatively, you can pay online at [www.woldgate.net](http://www.woldgate.net). If paying by cheque, please seal the cheque in an envelope with Berlin trip, your child's name and form group written on the envelope.

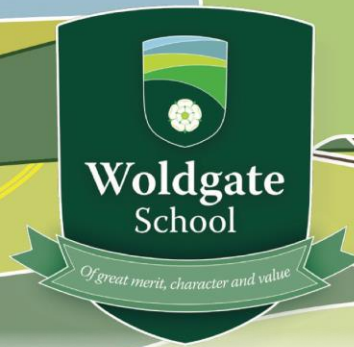
Pupils will of course require a valid passport and European Union Health card. These will need to be available for me to take copies of at the beginning of December 2017.

There will be an information evening for parents in December 2017/ January 2018 (exact date tbc).

If you have any questions relating to this trip or payment then please contact Mr Barrett.

Yours faithfully

**Mr P Barrett**  
History Teacher



## REPLY SLIP

### History Visit to Berlin - February 2018

Please complete and return to Mr P Barrett via the School Office

I give permission for \_\_\_\_\_ (Pupil name) \_\_\_\_\_ (Form) to take part in the above visit.

- I have paid £\_\_\_\_\_ via the online payment system
- I enclose £\_\_\_\_\_ cash/cheque made payable to Woldgate College
- My son/daughter is receipt of free school meals

I understand and accept the following conditions:

- If the required contributions are not received the trip will have to be cancelled.
- A pupils' place on the trip is dependent on his/her continued positive attitude and behaviour in History.
- Pupils will attend school as normal on the day of departure.
- Parents/carers have the responsibility to inform the school if their child's health/medical conditions/allergies change between completing the initial medical forms and the departure date.

Signed \_\_\_\_\_ (Parent/Guardian) \_\_\_\_\_ (Date)

### Footnote: Voluntary Contributions

We regard visits as being significant in adding value to the learning experience of pupils, and, to this end, we subsidise them as much as we can to ensure opportunities are accessible and affordable to all. However, the College seldom has the financial resources to pay the full costs and so a voluntary contribution, which must cover the cost of accommodation (board and lodging), is requested from parents and carers to make up the shortfall and ensure visits can go ahead. We would be grateful if you would make the Visit Leader aware of your intention, should you be unable to offer a voluntary contribution. It is also important to note that, for those parents and carers in receipt of the following benefits, support is available:

- Job Seekers' Allowance (Income-based)
- Income Support
- Child Tax Credit (but not receiving Working Tax Credit) – provided your annual income, assessed by the Inland Revenue, does not exceed £16,190 (subject to change annually in April)
- Employment Support Allowance (Income-related)
- Guarantee Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999