October 2021

Dear Parent/Carer

**Food and Geography Trip to Italy - July 2023**

The Food Technology and Geography departments are planning to run a joint trip to Italy to experience the cuisine, culture and environment of Italy. The trip will take place from Monday 3 July 2023, for 5 days and 4 nights, arriving back at school on Friday 7 July 2023. This is a trip being offered to the current students of year 7 – 9 only. The trip will be limited to 33 places. Once the 33 places are full, any further students will be placed on a reserve list.

**The total cost of the trip is £799 and includes the following:-**

* Return transport to Manchester airport
* Flight - Manchester to Rome
* Flight - Naples to Manchester Airport
* Luggage
* All transfers in Italy
* Hotel accommodation and half board meal plan – in Rome and Sorrento
* Insurance

**The students will have the opportunity to participate in a number of activities / visits which we may include:**

* Ancient Rome walking tour including many sights including the Colosseum, the Forum and the Palantine Hill
* Excursion to Mount Vesuvius
* Visit to Herculaneum
* Sorrento as a base to explore a range of Geography and food related activities in the local area
* Isle of Capri
* Boat tour of the Blue Grotto
* A number of food experiences which may include pizza making, gelato activity, visit to a mozzarella farm, lemon factory and pasta factory.

For any trip the highest standard of behaviour and conduct will be expected at all times. Students will only be permitted to attend a trip if their behaviour at college is good or better. Any student will be removed from the trip at any point, if there are any behaviour concerns in the period of time leading up to the trip.

If your child's attendance falls below 95% a meeting will take place with you and your child to discuss an action plan to improve your child's attendance over a given period of time prior to the trip. Poor attendance may affect your child's eligibility to take part in the trip. (Please note that if your child has an ongoing medical condition that we are aware of and this affects their attendance, this will be taken into consideration for your child.)

Students who will be in year 10 at the time of the trip must be aware that at the time of booking the course there are no external exams scheduled. However, if the exam boards subsequently put on exams, these will take priority and a full refund will be returned.

The payment schedule will be as follows:

• The first deposit of £100 is paid by Friday 12 November 2021

• The second deposit of £100 by Friday 25 February 2022

• The third deposit of £100 by Friday 29 April 2022

• The fourth deposit of £100 by Friday 24 June 2022

• The fifth deposit of £200 by Friday 25 November 2022

• The remaining balance of £199 by Friday 24 March 2023

Payment of the initial deposit does not automatically guarantee your child a place on the trip. Allocation of spaces will be made on first come first served basis. You will be informed by email soon after the first payment deadline, if your child has been accepted on the trip or put on the reserve list. If we are unable to offer a place due to high demand your initial deposit will be refunded in full.

To apply for a place for your child on this trip you need to access your ParentPay and pay the initial deposit as soon as possible. The trip will “go live” on ParentPay at 3.30pm on Thursday 21 October 2021. As places are limited it will be on a first come first served basis and then we will have a reserve list. There are a number of trips being offered, please ensure that you click the correct button on ParentPay for the trip your child wishes to go on. Students will only be allowed to go on ONE residential trip between September 2022 and July 2023.

DO NOT send any money / cheques into college as these will not be accepted. All payments including the initial deposit MUST be done via ParentPay. If you do not have ParentPay please e mail a.rae@unity.lancs.sch.uk. If you are unable to book onto a particular trip it may be because the places and reserve list is completely full. If you are unable to book onto a particular trip contact a.rae@unity.lancs.sch.uk

Deposits are non-refundable unless the travel company refunds the college or the trip is cancelled, in which case, you will be refunded as soon as possible after any deductions. Failure to meet any deadlines will result in withdrawal of your child from the trip WITHOUT recourse to any refund, unless agreed otherwise in writing by the Headteacher. I strongly advise that you meet the payment deadlines throughout the year that are set out. You can of course pay more of the cost asked for in order to pay for your child's trip earlier. Should an account fall behind we will contact you to discuss any issues surrounding payment. At any given point we reserve the right to withdraw your child from the trip list.

If you or your child decide to withdraw for any reason which is not explicitly covered by the travel insurance policy provided as part of the package, after being accepted on the trip, you will be required to pay for the full cost of the trip by the same deadlines. In such circumstance we will offer the space to another student and if successfully filled we may be able to offer some refund after deducting any charges made by the travel company.

If you decide to take additional travel insurance over and above the cover provided as part of the package, you will do so at your own expense and the college will not have any role in this regard.

There will be a parents’ meeting regarding the trip nearer the time so you can ask any questions or raise any concerns that you may have. In the meantime, if you have any questions please do not hesitate to contact me at college.

Failure to meet these deadlines will result in automatic withdrawal of your child from the trip WITHOUT recourse to any refund, unless agreed otherwise in writing by the Headteacher. With this we strongly advise that you attempt to meet the payment deadlines throughout the year that are set out. You can of course pay more of the cost asked for in order to pay for your child's trip earlier. Should an account fall behind we will contact you to discuss any issues surrounding payment. At any given point we reserve the right to withdraw your child from the trip list.

If your child's attendance falls below 95% once they have a place on the trip a meeting will take place with you and your child to discuss an action plan to improve your child's attendance over a given period of time prior to the trip. Poor attendance may affect your child's eligibility to take part in the trip. (Please note that if your child has an ongoing medical condition that we are aware of, this information does not apply to your child.)

Please note that trips / visits are covered by Lancashire County Council public liability insurance, but there is no personal accident insurance for your child. If you feel that this is necessary, you will need to make separate arrangements. Copies of written Risk Assessments for the activities are available on request from the college. Students will be briefed on health and safety issues and expectations prior to departure and will be expected to adhere fully to all instructions given.

Yours sincerely

A Robinson M Sharples

Mrs A Robinson Mr M Sharples

Subject Leader Food Technology Subject Leader Geography