Ref: KAW/MMA

October 2021

Dear Parent/Carer

**Arts London Trip to London – September 2022**

We are excited to announce our rearranged Expressive Arts trip to London for September 2022. The proposed dates are **Wednesday 28 September 2022**, for 3 days and 2 nights. The trip will be open to current year 10 students who have chosen Music, Art, Textiles or Drama as an option and year 9 students who are planning to choose one of these subjects for their GCSE options.

The visit currently includes the following, however this may be subject to change:

* Executive Coach Transport
* 2 Nights’ Bed and Breakfast Accommodation at the Premier Inn London Hanger Lane
* Insurance
* Evening Meal at Pizza Hut
* Evening Meal at Hard Rock Cafe
* Packed Lunches
* West End Theatre Performance
* West End Workshop
* Tate Modern Art Gallery
* Science Museum
* Thames River Cruise
* London Eye
* An evening in Covent Garden to watch the street performances.
* A hoodie for the trip

The trip has been negotiated at a fantastic price of just £370 per student. There is an initial deposit of £100, which must be paid by **Friday 12 November 2021**.

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 and 11 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 will be due by Friday 25 February 2022

• The third deposit of £100 will be due by Friday 22 April 2022

• The final balance of £70 will be due by Friday 27 May 2022

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 email 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.

If you have any questions or concerns please do not hesitate to contact me at college via email k.wilson@unity.lancs.sch.uk

Yours sincerely

K Wilson

K Wilson (Ms)

Head of Music