27 February 2024

Dear Parents/Carers,

**RE: Salamanca Home Stay – 9 to 14 February 2025**

We are organising a Spanish Language trip to Salamanca for a week of immersion in the Spanish language and culture for our Spanish students. We are travelling with Halsbury Travel, an experienced and trusted school trip provider who will organise the itinerary and host families. The itinerary has been planned so students are immersed in the Spanish language throughout the time they are away. Their host family will offer a supportive and inclusive experience where students will need to converse in Spanish.

The proposed itinerary for the trip will include the following:

Sunday, on arrival students will meet host families and go back with them for their evening meal.

Monday, Spanish lessons 9am-1pm, followed by a guided tour of Salamanca.

Tuesday, Day trip to Avila and Segovia

Wednesday, Spanish lessons 9am-1pm followed by visit to West of Salamanca to see Urban Art, followed by a Salsa dance lesson.

Thursday, Spanish lessons 9am-1pm followed by Games and Photo Rally around Salamanca, followed by a visit to the cinema.

Friday, time for last minute shopping/ sightseeing, before transferring to the airport for their homeward journey.

Please note students will be with their host families for most of their meals, packed lunches will be provided when out all day. Two or three students will be homed together with their host families and after being shown the way to Spanish school will walk independently to the school on the subsequent days. More details on how host families are selected by Halsbury travel can be provided on application. There is a vetting process, like a DBS check here, where the household is checked for anyone with a criminal record. Students are only placed with suitable families.

**Cost and Travel**

The cost of the trip per student will be **approximately £1,050.** If the trip costs less than this, then we will refund the balance or inform you nearer the time.

If you wish to pay by instalments, please follow payment schedule below:

**Payment schedule:**

|  |  |
| --- | --- |
| **Deposit** 15 March 2024 | £100 |
| **Payment 1** 24 May 2024 | £300 |
| **Payment 2** 28 June 2024 | £350 |
| **Final Payment** 25 October 2024 | £300 |
| **Total** | £1,050 tbc |

We ask for all payments to be made by the above deadlines so that **flights** can be booked in good time at the best rate possible, keeping overall costs for the trip down.

Cases of financial hardship will be dealt with in a sympathetic manner: please write a supporting letter addressed to Mrs Wilson if financial assistance is required. If your daughter is in Years 9 – 11 and currently receiving free school meals, we can offer a 50% discount. If she/he is in Year 12 and has the benefit of the Sixth Form Bursary they can request funds are used for this event. Please complete the reply slip accordingly. Other Year 12 students experiencing financial difficulties can approach Mr Slight for Financial Assistance.

**Securing a place**

To secure a place on the trip, please complete the reply slip below and return it to the Finance Office by 15 March 2024. Payments can be made on-line for your convenience or with cash or cheque.

Please also provide us with a copy or an emailed photo of your child’s passport (photo page) to aid the booking process (Email: [ferraraa@mgsg.kent.sch.uk](mailto:ferraraa@mgsg.kent.sch.uk)) . The copy will be securely kept in the Finance Office.

Should you have any queries, please do not hesitate to contact me: (Email: [Stewarta@mgsg.kent.sch.uk](mailto:Stewarta@mgsg.kent.sch.uk)).

Yours faithfully,

**Mr A Stewart**

Spanish Teacher

Cancellation charges:

Once the trip is confirmed as viable your deposit payment and any subsequent payments may be liable for cancellation charges if you later decide to take your daughter off the trip: The cancellation charges are as follows:

After payment of first deposit and up until 6 weeks after date of booking (& in any case, more than 10 weeks before departure): Loss of first deposit.

Between 6 weeks after booking and up until 10 weeks before departure: Loss of 50% of invoiced price.

Between 2 & 10 weeks before departure: Loss of 75% of invoiced price.

Within 2 weeks of departure: Loss of 100% of invoiced price

**Reply Slip: Salamanca Home Stay 9 – 14 February 2025** FAO: ASR

Please complete and return to the **Finance Office** by

I/we give consent for my child: …...……………………………………….… Form: ……………….

to take part in the Salamanca Home Stay trip.

* I enclose a deposit payment of £100
* I have paid the deposit of £100 online
* Years 9-11 - My child is currently receiving free school meals therefore I wish to claim the 50% discount, I will therefore pay £50 deposit.
* Year 12 - My child has the benefit of the Sixth Form Bursary and requests that the funds are used to pay towards this trip.

I understand my child must comply with the School’s Code of Conduct. In the event of my child requiring emergency treatment and the Headteacher (or her representative) being unable to contact me, I give consent for the accompanying member of staff to approve the application of any emergency treatment including anaesthetic advised by the medical authorities for the wellbeing of my child.

Medical information we should be aware of for this trip: ………………………………………………………………………………………..……….

…………………………………………………………………………………………………

Emergency telephone number(s): …………………………………………………………

Parental/Guardian signature: …………………………………………………………………………………………………

**Permission to attend**: *Please note if parents are no longer living in the same family home and/or are estranged we will require signatures from both parents. Please ask your child to request a second letter or pass this slip to the other parent whichever is more convenient, please tick box below to indicate if this is appropriate:*

Other parental/guardian signature (if appropriate): ……………………………………………………………………………….…..……………or

Please send 2nd letter to: (Name & email or indicate below how we should act)

…………………………………………………………………...…….………………………