

OSSETT ACADEMY

CREATING OPPORTUNITIES. ACHIEVING EXCELLENCE.



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6 December 2018

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Dear Parent/Carer

Principal: Mrs Samantha Broome

Visit Code: O1310, Barcelona, Spain - October 2019

The Modern Foreign Languages department are arranging a visit for students to Barcelona, Spain in October 2019. Students will leave Ossett Academy by private hire coach on Thursday 17 October 2019 and return on Monday 21 October 2019. As the trip is relevant to the GCSE course, places will only be allocated to GCSE Spanish students in Years 9 and 10 and students in Year 12 studying Spanish.

A provisional itinerary is outlined below:

Thursday 17 October 2019	Travel to Barcelona flying from Manchester to Barcelona
Friday 18 October 2019	Visit to the Barcelona FC Museum & Tour of Nou Camp
Saturday 19 October 2019	Visit to La Boqueira Market and Parc Guell
Sunday 20 October 2019	Guided visit to La Sagrada Familia including audio guide
Monday 22 October 2019	Fly home from Barcelona to Manchester

This visit will provide your child with an excellent opportunity to visit the sights of Barcelona and to practise their use of everyday Spanish. In addition, students will be encouraged to speak as much Spanish as possible during the visit.

To be considered for a place on the Barcelona visit, please complete the reply slip and submit in a named sealed envelope to the Educational Visits box in Student Services, between 8.00am – 8.35am or 10.35am – 10.55am **on Monday 10 December 2018**.

The total cost of the trip is £600.00, which will be required to be paid in the instalments shown below. **Please do not make any payments until your child has been allocated a place.**

1 st Instalment	Non Refundable	£150.00	Payment due no later than Friday 14 December 2018
2 nd Instalment	Non Refundable	£50.00	Payment due no later than Friday 25 January 2019
3 rd Instalment		£100.00	Payment due no later than Thursday 28 February 2019
4 th Instalment		£100.00	Payment due no later than Friday 29 March 2019
5 th Instalment		£100.00	Payment due no later than Friday 26 April 2019
6 th Instalment		£100.00	Payment due no later than Friday 24 May 2019

(Please Note: The payment schedule has been put together in line with the tour operator's payment terms and conditions. Failure to make the above payments on time may result in the cancellation of student places. If a student drops out of the trip and the place is not filled, charges will be passed onto the parent/carers in line with the booking agent's terms and conditions)

The academy reserve the right to remove any student from the trip should their behaviour or attendance becomes a cause for concern at any time prior to the visit departing. Any costs incurred as a result of your child's removal from the trip will be charged to you.

Should this visit be oversubscribed places will be allocated on a random basis through a ballot drawn by our Educational Visits Coordinator. The outcome will be communicated to all students during the school day and a letter confirming whether a student has been successfully allocated a place or not will be sent home via the student. For unsuccessful students a waiting list will be created.

Should a student be successful the first deposit of £150.00 and all relevant paperwork i.e. completed permission slip, health information form and parent contract should be returned to the academy by 11am on Friday 14 December 2018. If this deadline is not met a place on the trip will not be allocated and a student on the waiting list will be offered a place. The deposit payment can be made by cash or cheque; cheques should be made payable to: Ossett Academy & Sixth Form College, with student's name, form and unique visit code O1310 written on the back of the cheque. All monies and completed paperwork should be paid to the Finance Office between 8am – 8.35am or 10.35am – 10.55am, a receipt will be provided or alternatively payments can be made through <https://www.scopay.com/login.html>.

The hotel that we are staying in will require a refundable room damage/breakage payment of £10 per student. For this, we ask students to place £10 cash in sealed envelope with their full name on which will be collected after the parents' information evening closer to the departure date. In the unlikely event that room damage is caused during our stay we will use the students' payment. In the case of no damage the envelope will be returned unopened at the end of our trip.

The academy has a policy regarding charging for school visits (details can be found on the academy website). If sufficient contributions are not received the visit will not take place. Financial help towards any expenses that students incur as part of their normal studies may be available for students. All requests for such contributions need to be made in writing and forwarded to the Finance Office. For students entitled to Pupil Premium or the 16 to 19 Bursary fund, a contribution towards the cost of the trip may be paid in some circumstances. The amount of the contribution is reviewed on a case by case basis and is not guaranteed. **If you are applying for any funding, to secure your child's place on the trip, the £150 deposit still needs to be paid by Friday 14 December 2018.**

Yours sincerely



Mrs D George
Group Leader



Miss M Sill
Assistant Principal

Please return the reply slip to the Educational Visits box in Student Services on Monday 10 December 2018

(between 8.00am – 8.35am or 10.35am – 10.55am)

Reply Slip: **Visit Code: O1310, Barcelona, Spain - October 2019**

I would like my child to be considered for the Barcelona Visit.

Student Name: _____

Form Group: _____

- I understand that the total cost of the visit is £600.00 and will pay in line with the communicated schedule.
- I understand that should this visit be oversubscribed places will be allocated on a random basis through a ballot drawn by our Educational Visits Coordinator. The outcome will be communicated to unsuccessful and successful students during the school day and a letter will be sent home via the student and a waiting list will be created.
- I understand that should my child be successfully allocated a place, the first deposit of £150.00 and all relevant paperwork i.e. completed permission slip, health information form and parent contract should be returned to the academy by 11am on Friday 14 December 2018. **If this deadline is not met a place on the trip will not be allocated and a student on the waiting list will be offered a place.**

Signed: _____ (Parent/Carer) Date: _____

Name of Parent/Carer:

Relationship to Student:

Mobile Contact No: