

Our Ref: PR
Contact: Mrs. Karen Greechan
Tel: 01236 794822
Fax: 01236 879083
E Mail: ht@st-michaels.n-lanark.sch.uk
Date: 4th May 2017

Head Teacher
Mrs. Karen Greechan
**St Michael's Primary School and
Nursery Class**
Burnbrae Avenue
Moodiesburn
G69 0ER

Dear Parent/Guardian

Following the success of this year's Primary 7 trip to York, I have booked a similar trip for next term's Primary 7 pupils to visit York on Monday 18th June until Thursday 21st June 2018.

The holiday includes return executive coach journey to York. Three nights full board accommodation within a central York hotel. The following day trips and excursions are an example of the events planned for the children and are also included in the cost of the trip:

- Tour of Eden Camp (WW11 prisoner of war camp)
- Blue Badge guided tour of York
- Lunch in York restaurant
- Visit to York's Chocolate Story
- Evening trip to Trampoline park
- Entrance to Flamingoland Theme Park
- Trip to Jorvik
- Visit to Robin Hood's Bay.

The school will be subsidising the cost of the trip, leaving the total cost to be paid as £375 per pupil. This price is based on a minimum of 26 pupils; if we are unable to take 26 pupils then the cost may slightly increase. Should this happen I will keep you updated.

This is a wonderful opportunity for the children but I ask you give it careful consideration before you decide if your child will take part as withdrawal at a later date incurs both charges for parents and the school and is strongly discouraged.

I am mindful that the children are still paying money towards their trip to Kilbowie however, if you wish your child to take part in this trip and to secure his/her place, the travel company require non refundable deposits of £100 and £20. This deposit will be spread over two instalments.

Education Skills & Youth Employment, Civic Centre, Windmillhill Street Motherwell, ML1 1AB



Please click the option 1 or option 2 on the email accompanying this letter indicating whether you wish your child to take part on this trip. The first deposit of £100 must be paid to the school office by Friday 16th June, on this day, the school are required to forward the deposits to the travel company to secure places. The second deposit of £20 will be due to be paid on the return after the summer break and will be included in an instalment.

In order to spread the cost of the holiday and hopefully make it more convenient to yourselves, I suggest that payments be made to the school on the following dates:

Friday 16 th June	£100 (initial deposit)
Monday 21 st August 2017	£50 (includes £20 non refund deposit)
Monday 2 nd October 2017	£50
Monday 6 th November 2017	£50
Monday 5 th February 2018	£50
Monday 5 th March 2018	£75

The school must make regular payments to the travel company; therefore I encourage you to follow the payment plan. If you fail to make payment on the set dates we will contact you regarding the outstanding payments. If you are not able to fulfil the outstanding payments then unfortunately your child would have to be removed from the passenger list and depending on the timescale of cancellation there maybe no financial refunds and penalties may need to be paid by the school. The terms and conditions of this booking is exactly the same as a booking made via a travel agent, depending on when it is cancelled no monies will be refunded.

The following charges will be made:

- 70-29 days before the date of tour - 60% of the holiday cost
- 28-15 days before the date of tour - 80% of the holiday cost
- less than 14 days before the date of tour - 100% of the holiday cost

The Primary 7 residential trip is often a highlight of a pupil's school journey, remembered for many years.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mrs. Karen Greechan
Head Teacher

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