



6 September 2017

Dear Parent/Carer

### **Ski Trip to Grandvalira, Andorra – February Half Term 2019**

Following on from the great success of the 2017 ski trip to Andorra, we have decided to organise another skiing trip. The purpose of this trip is to provide students with a sporting opportunity that they might not otherwise get.

**The trip will take place during the February 2019 half term break, from Saturday 16 - Saturday 23 February 2019 and is open to all students from the current academic years' 7 – 12 and those studying at the Sports Academy. All students attending this trip must be on the school roll at the time of the trip and will require a valid passport and EHIC (European Health Insurance Card) to travel.**

We will be travelling by coach to Andorra La Vella and skiing will be at Grandvalira which has 210km of piste. The cost of the trip is £880 and is based on attaining numbers of 42. If numbers fall below this, the price will remain the same, however, we may have to share a coach with another school. Students will need to take money to buy refreshments whilst on the coach and ferry journey to and from Andorra, plus any spending money whilst in resort.

The price includes:

- All coach and ferry travel
- 5 hot lunch meals on the mountain
- 5 day ski and lift pass
- Evening activity
- Trip hoodie
- 5 nights dinner, bed and breakfast in the hotel
- 5 day rental of ski equipment, including helmets
- 5 days of 5 hours ski instruction
- Use of the coach in the evenings

The 42 places available on this skiing adventure will be allocated on a first come first served basis (on payment of deposit via sQuid), with class behaviour taken into consideration. If you would like your child to go on this trip, we require a **non-refundable deposit of £150**, to be paid using our on-line e-payment system, with your existing sQuid account through the new sQuid portal (<https://portal.squidcard.com/>). Please see 'sQuid Payments' guide sheet attached to this letter, as a reminder. You will be able to do this from **6pm on Sunday 8 October 2017** (closing date is 10pm on Thursday 12 October 2017). Please complete and return the attached consent slip to the Finance Office once the deposit payment is made. If you are unable to secure a place for your child and would like their name to be added to a reserve list, please email to [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com), for the attention of the Trip Administrator, requesting this.

For your information, the remaining payment dates are listed below. Please note that all payments can be made at any time but each one **MUST** be paid by the date stated.

<b>Payment Required</b>	<b>To Be Paid By</b>
£150 deposit (non-refundable)	8 October 2017
£100	27 November 2017
£70	27 January 2018
£70	27 February 2018

£70	27 March 2018
£70	27 April 2018
£70	27 May 2018
£70	27 June 2018
£70	27 July 2018
£70	27 September 2018
£70	27 October 2018

Please note that due to the nature of this trip, we are unable to refund the cost of the trip, if your child is unable to go.

A 'ski clothing accessories optional extra pack', currently (for this ski season) £99 per person, will be available and details for this will follow once your child's place is confirmed. This pack includes the following items for students to keep; micro fleece, neck warmer, ski socks, ski gloves, sun cream lip balm, ski ties, goggles, hand warmers, toe warmers and ski beanie. This price also includes the hire of snow jacket and salopetes, which will need be returned after the trip.

If you would like any further information about this trip, please do not hesitate to contact either myself or Mrs Feetham, Trip Administrator, via the main office on 01628 629415, or by email to [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com).

Yours sincerely



Mr A Morris  
Trip Leader

**Please note:**

- Places on all trips are subject to the school Behaviour Policy. Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.
- Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.
- If the trip is cancelled due to uncontrollable circumstances i.e. weather, Foreign/Home Office guidance, the refunding of costs will be subject to insurance cover.
- If your child is, or has ever been in receipt of free school meals, then you may be eligible for assistance with the costs of this trip, from the school's Pupil Premium funding. To make a request for assistance please contact the Finance Office via email: [finance@coxgreen.com](mailto:finance@coxgreen.com) or in writing to the school; including your child's name and form, stating that they are, or have been in receipt of free school meals. The Pupil Premium funding is to be used for educational purposes only.
- Please note that Pupil Premium support for this trip is limited to 10% of the total cost of the trip and all requests should be made by 12 noon on Wednesday 27 September 2017.
- This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.

**PERMISSION SLIP**

**Ski Trip to Grandvalira, Andorra – February Half Term 2019**

Student: \_\_\_\_\_

Form: \_\_\_\_\_

- I would like my child to attend the Ski Trip taking place during February Half Term 2019
- I have paid £150 deposit (*non-refundable*) via my child's sQuid account
- I note the remaining payment amounts and dates they are to be paid by, and will ensure payments are made on or before the due dates
- My child has a valid passport and EHIC to be able to travel on these dates
- My child's 2017/18 Off-site Activity Form (OA4) has been returned to school and is up to date

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

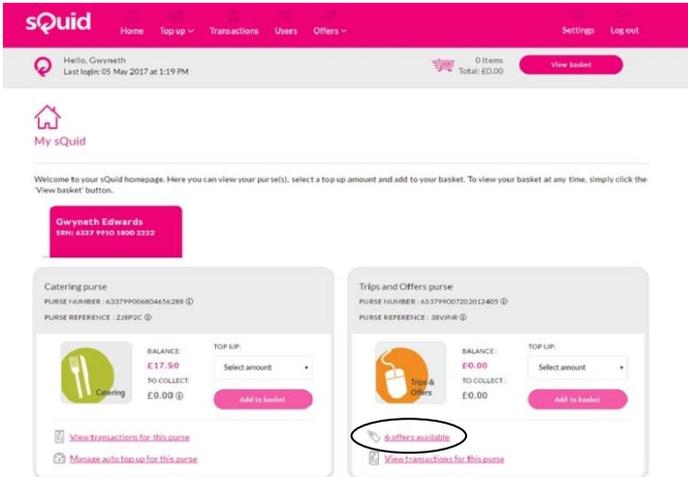
Print Name: \_\_\_\_\_

**Please return your permission slip to the Finance Office by Friday 13 October 2017.**

# sQuid Payments

Dear Parents - Please could you make sure that you use the correct sQuid website for payments

<https://portal.squidcard.com/LoginPortal/> - If you use the old login no offers will be shown.



To top up lunch money please click on 'Select amount' in the catering purse on the left hand side.

To pay for other offers please click on the 'offers available' link within the trip purse on the right hand side.

If you have paid the deposit for a trip and want to find the option for paying by instalments,

log on and

Select the appropriate child's account;

Select 'Offers' in the top pink bar (it may not show until you have clicked on the 'Trips and Offers' purse – it seems to vary from browser to browser);

Select 'Part Paid offers' and any instalments will show and can be added to the basket and checked out as usual.

