



9 January 2019

Dear Parent/Carer

PE Department and MFL Department Trip to Madrid - Friday 25 to Tuesday 29 October 2019

The PE Department, in partnership with the MFL Department, are excited to announce a trip to Madrid, Spain next October half term, from **Friday 25 – Tuesday 29 October 2019**. The purpose of this trip is to provide students with a sporting and cultural opportunity that they might not otherwise be able to access.

The trip is open to students from the current academic Year 9 (who will be Year 10 at the time of the trip) and is aimed at students studying GCSE PE and/or have an interest in Spanish. 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 have been advised that travellers should have a minimum of at least six months remaining on their passports from the date of arrival, otherwise they may be refused entry.

The price includes:

- Return flight from Heathrow/Madrid;
- All ground transfers on private bus;
- 4 nights' accommodation in a 4* hotel;
- Meals on a full board basis (buffet style in the hotel and packed lunch when at training ground);
- Use of official Real Madrid training ground at Valdebebas for sessions;
- Four x 90 minutes training sessions delivered by official Real Madrid youth coaches;
- Self-led behind the scenes Bernabeu Stadium tour and club shop visit.

Please note all students attending this trip will follow the same itinerary, a sample of which, is detailed below:

Day 1 - Friday

- Arrive at school for early departure to Heathrow – flight to Madrid
- Arrive at Madrid and transfer to training ground for first session with Real Madrid Academy Coaches
- Afternoon transfer to hotel and check-in
- Evening meal at hotel

Day 2 - Saturday

- Breakfast at hotel
- Morning – second training session at the facilities onsite at the Ciudad Deportivo Real Madrid
- Lunch at the Ciudad Deportivo café
- Afternoon – friendly fixtures against local Spanish opposition

Day 3 – Sunday

- Breakfast and transfer to the Ciudad Deportivo for third training session
- Lunch at the Ciudad Deportivo café
- Afternoon – fourth training session
- Evening meal
- Evening - Watch Live La Liga (*to be confirmed pending availability*)

Day 4 – Monday

- Breakfast
- Morning - free time in Madrid
- Afternoon – match fixture against local opposition
- Return to hotel for evening meal

Day 5 – Tuesday

- Breakfast and hotel check out
- Morning – self-guided tour of Santiago Bernabeu Stadium, home to Real Madrid
- Transfer to airport and return

There are **44 places** available on this trip to Madrid – **11 girls and 33 boys**. The cost of the trip is **£945** and is based on attaining numbers of 44. If numbers fall below this, the price may increase.

The 44 places 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 £200**, to be paid using our on-line e-payment system with your existing sQuid account, through the new sQuid portal (<https://portal.squidcard.com/>). To make your booking, sQuid will be available as follows: -

- **11 x girls' places – sQuid will open at 7pm on Saturday 26 January 2019**
- **33 x boys' places – sQuid will open at 7pm on Sunday 27 January 2019**

Bookings will close on sQuid at 10pm on Tuesday 29 January 2019.

Should you be unable to secure a place for your child and would like to be added to the reserve list, please email enquiries@coxgreen.com (for the attention of the Trip Administrator) requesting this.

Please complete and return the attached reply slip to the Finance Office, by Wednesday 30 January 2019, once the non-refundable deposit payment is made.

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

Payment required	Payment must be made by
£200 deposit (non-refundable)	sQuid opening
£195	28 February 2019
£110	28 March 2019
£110	28 April 2019
£110	28 May 2019
£110	28 June 2019
£110	28 July 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.

If you would like any further information about this particular trip, please do not hesitate to contact me via the main office on 01628 629415, or by email to enquiries@coxgreen.com

Yours sincerely



Mr M Gullick
Director of PE, Sport & Health

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 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 16 January 2019.*
- *This trip is run via travel company: Halsbury Sport.
To enable your child to attend the trip, we will be sharing your child's personal data with the travel company and any partners of the travel company that are required for the running of the contract (e.g. airlines, hotels, etc.).*
- *Payments are to be made by the dates specified. Late or non-payment may result in your child's place being withdrawn from the trip. If you choose to withdraw your child for reasons not stated above, any costs attributed to date, must still be made.*
- *This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.*

Please print, complete and return to the Finance Office, by Wednesday 30 January 2019.

REPLY SLIP

PE Department and MFL Department Trip to Madrid – October 2019

Student: _____ Form: _____

- I have paid £200 deposit (***non-refundable***) via my child's sQuid account
- I fully understand that the deposit of £200 is **non-refundable**
- I note the remaining payment amounts and dates they are to be paid by
- My child has a valid UK passport and EHIC to be able to travel on these dates
- My child has a minimum of at least six months remaining on their passport from the date of arrival
- My child does **NOT** hold a valid **UK** passport. Please state other nationality

Signed (Parent/Carer): _____ Date: _____

Print Name: _____

Please return your permission slip to the Finance Office by Wednesday 30 January 2019.