

March 2023

Dear Parents/Carers,

Residential trip to Château de la Baudonnière in France 8th – 13th October 2023

I am very pleased to inform you that your child has been successful in their application to join us on the trip.

As I said in my last letter, the cost of the trip is **£785**. This cost covers all expenses. There are no additional costs, although pupils may want some pocket money to buy souvenirs and a hot meal on the boat.

A deposit of £185 is now payable by Friday 24th March 2023. A further payment of £300 will be due on Friday 19th May 2023. Final payment will be expected by Friday 7th July, before we break up for the summer holidays.

ScoPay is now the preferred method of payment for all trips, visits and school activities. If you visit <https://www.scopay.com/login> you will see payment details. If you have mislaid your ScoPay login details please call Pupil Services. Should you still wish to pay by cash or cheque (cheques should be made payable to *Rayleigh Schools Trust*) and handed into Pupil Services. If you have any ScoPay queries regarding this trip, please contact Mrs A Twomey (atwomey@sweynepark.com). Consent forms to be handed into Pupil Services once payment has been made.

If there are any financial difficulties, please contact the Headteacher, Mrs Dines in the strictest confidence.

Pupils require a valid passport AND a UK Global Health Insurance Card OR European Health Insurance Card (EHIC). I should be grateful if you could provide me with a photocopy of your child's passport and GHIC/EHIC card as soon as possible. Pupil Services will be happy to assist with the copying. If your child holds a non-EU passport, you need to make the necessary arrangements for a visa.

GHIC cards can be obtained, free of charge, via the internet:

<https://www.gov.uk/global-health-insurance-card>

Should your child no longer wish to join us on our trip to the Château, please let me know immediately.

Yours faithfully,

L S Woolnough

Mr L S Woolnough
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