

July 2023

Dear Parents/Carers,

Manchester City Tour

Firstly, I am delighted to tell you that we have enough interest for the Football tour to Manchester City to go ahead and that your child has met all the criteria and been fortunate enough to be awarded a place on the tour. I sincerely hope that this continues to be a motivating factor in sustained excellent behaviour and effort.

Further to my earlier letter, I am pleased to inform you that the confirmed price of the trip is **£599**, with payment deadlines as below:-

- **£100 - non-refundable deposit - Friday 21st July 2023**
- **£150 – instalment - Friday 20th October 2023**
- **£150 – instalment - Friday 15th December 2023**
- **£199 - final balance - Friday 16th February 2024**

This visit will be covered by school insurance and accompanied by members of staff.

This trip requires us to pre-purchase transport/tickets to obtain the best price. Therefore, we will not be able to offer a refund unless there are exceptional circumstances in the event of your child being unable to attend the trip.

Scopay is now the preferred method of payment for all trips, visits and school activities. If you visit www.scopay.com 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.

Any pupils who require medication must ensure that they bring this with them.

If you have any queries concerning the trip, please contact me at the school.

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

Yours sincerely,

Mr M Jones
Trip Leader
Head of Year 10