

January 2026

Dear Parents/Carers,

5 Day Trip to Strasbourg

Thank you for registering your child's interest in the Strasbourg trip, we are pleased to confirm that they have a place on the trip. The trip will take place from Wednesday 14th October to Sunday 18th October 2026, and 42 pupils will be staying in Strasbourg.

To secure your child's place, we require the completed consent form and a **non-refundable deposit of £150** for the trip by 30th January 2026. The total cost of the trip is £880.

Payment of the deposit confirms your agreement to meet the payment schedule outlined below. Payments may be made in smaller incremental amounts or as larger instalments; however, the required totals must be met by the specified dates. This ensures the school can meet the payment schedule set by our travel providers.

As the school enters into a contractual agreement with the provider, **no refunds will be issued** except in exceptional circumstances. This includes situations where your child is unable to continue meeting the behavioural expectations of the school, as set out in our Behaviour Policy and has subsequently been removed from the trip due to this.

If your child no longer requires a place on the trip, please let us know as soon as possible so the place can be offered to a pupil on the reserve list.

The payment schedule for the trip is as follows:

Payment	Date required	Amount
1	30/1/2026 (deposit)	£150
2	26/2/2026	£200
3	28/3/2026	£150
4	30/04/2026	£200
5	01/06/2026	£180

Payment and Consent:

- **Scopay** is the preferred method of payment: www.scopay.com
- If you have lost your login details, please contact **Pupil Services**. If you have any Scopay queries regarding this trip, please contact Mrs S Bacon (sbacon@rayleighschoolstrust.com).
- For cash or cheque payments, please hand these to **Pupil Services** (cheques payable to *Rayleigh Schools Trust*)
- You must complete the **electronic consent form** attached to the Scopay (bottom right corner of the payment box) before payment can be made
- Consent and deposit are required by **30.1.2026**

If there are any financial difficulties, please contact the Acting Headteacher, Mr J Edwards, in the strictest confidence. If you have any queries concerning the trip please contact me at the school.

We recommend that you start the process of applying for a passport if your child does not have one. All passports will need an expiry date of a minimum of six months, you can check the passport validity here; <https://mybritishpassport.com/passport-validity-calculator/>. It is also recommended that you apply for a free Global Health Insurance Card from the NHS you can read about the benefits of this card and apply here; <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic>. Please be aware that the new European Visa system called ETIAS is scheduled to come into use in the 4th quarter of 2026 so this may be required for this trip, we will inform you if this is the case (https://travel-europe.europa.eu/etias_en).

We will send out a third letter in June with exact departure times and return times to school and an updated schedule of events. There will also be a parents information evening arranged in due course.

Yours faithfully,

Ms H Castle: hcastle@sweynepark.com

Miss M Taylor: mtaylor@sweynepark.com