

**To Parents/Carers of pupils attending the Ski Trip**

3<sup>rd</sup> March 2023

Dear Parent/Carer,

**Ski Trip 2024 – Financial Conditions**

I am writing to make you aware of the financial conditions for the 2024 Ski Trip.

The total cost of the trip is £1,400 per pupil and we have already received your deposit of £150.

The trip fee includes all travel costs; insurance; ski, boot and helmet hire; five hours of ski tuition a day for five days; lift passes for the resort and full board accommodation in a hotel on the slopes.

If pupils wish to snowboard there will be a supplementary payment of £35.

Pupils will be required to bring a packed lunch or money for food for the outward and return journeys.

A balance of £1,250 is now due, payable in ten instalments of £125, on or before the 24th of each month, between April 2023 and January 2024 (inclusive). You may wish to pay the full balance of £1,400 (£1,250 after deposit) earlier than the payment plan or in fewer instalments. If you opt for instalments, you must keep up with the payment schedule. If you do not keep to your payment plan, the school reserves the right to cancel your space.

The cost of the trip must be paid in full to the school with cleared funds before the final payment date of the payment plan, otherwise your child will not be able to attend the trip. If you are having difficulties keeping to your payment plan, please contact the finance team at the earliest opportunity so that we can discuss and consider what options might be available to you.

If you fall behind on payments and have not contacted the school, the school reserves the right to cancel the place. Should this happen, we will write to you giving notice of the intention to cancel the place and a final deadline for payment. If payment is not received or a revised payment plan agreed with the school by this final deadline, the place will be cancelled and cancellation charges as set out in the table below will be due. These will be deducted from any refund that we may need to make.

As the trip is heavily oversubscribed and we have waiting lists, the school will waive the cancellation charges (other than the original non-refundable deposit) if we are able to resell the space to someone on the waiting list. It becomes increasingly difficult to resell the space closer to the date of the trip, so the earlier a place is cancelled, the more likely it is to be able to offer a larger refund. The school do not profit out of this trip.

### Cancellation charges

If you book a place for your child on the trip and subsequently decide to cancel it, you will be required to pay the amount indicated in the table below.

<b>Payment Milestones</b>	<b>Balance Due</b>	<b>Cancellation Charges</b>
24 <sup>th</sup> April 2023	£275	£150 (non-refundable deposit)
24 <sup>th</sup> June 2023	£525	£350 (25% of trip cost)
24 <sup>th</sup> September 2023	£900	£700 (50% of trip cost)
24 <sup>th</sup> November 2023	£1,150	£1,400 (100% of trip cost)
24 <sup>th</sup> January 2024	£1,400	

We are able to consider providing financial assistance so that we widen access for this trip. However, funds available for this purpose are limited and we want to ensure that we offer support to anyone who wishes to attend any school trip. Support is available for those on low incomes, in receipt of Free School Meals or for pupils on our pupil premium register. I appreciate that financial circumstances can change, so please contact the Finance Team at any time if you would like to apply for financial assistance.

The Finance Team will monitor progress and will only contact you if you are not keeping up with the payment plan. However, should you have any queries about the trip finances, please contact [finance@saintceccilias.london](mailto:finance@saintceccilias.london) at any time. If you have any general queries about the trip, please direct them to Mr Alex Bishop who is the trip leader.

I hope that you decide to continue with the ski trip and that your child has a fantastic time in Austria next year.

Yours sincerely,

**Dave Cobb**  
**Business and Development Manager**