# **[Your Name]**

**[School Name]**

**[School Address]**

**Date: Today’s date**

Dear Parent(s)

We are delighted to announce the details of our educational school trip to **DESTINATION**. **DESTINATION** is an exciting destination that will provide your child/children with inspiration and experiences that will stay with them for life. This trip will give your child/children an opportunity to learn outside of the classroom in a fun and stimulating environment; whilst a constant emphasis on education and the curriculum will be maintained throughout the trip.

**Proposed trip details**

|  |  |
| --- | --- |
| Destination: |  |
| Dates: |  |
| Tour Cost: |  |
| Tour Inclusions: |  |
| Proposed Excursions: |  |
| Supervision: | There will be one adult chaperone for each group of eight students |

The aim of this trip is to allow students to gain first-hand experience of subject material that is relevant to their school studies and the National Curriculum in an exciting and new environment. It is also a highly beneficial opportunity to experience a new culture and build fantastic memories. If you have any queries as to the merit and benefits of this trip, or you would like to know more about the proposed excursions, then please do not hesitate to get in touch.

**Please note:** Deposits, where charged, are **non-refundable**. If a pupil is unable to take part in a trip after further monies have been paid, the school will endeavour to recoup costs on the pupil’s behalf. However, please note that in the majority of cases this is **not** possible, owing to group booking terms and conditions and cancellation fees.

**Who we are travelling with**

The company we have chosen is **Travelbound**, an educational travel company with over 27 years of experience in providing enjoyable, educational and safe school trips. Travelbound have proudly been awarded full accreditation for the Learning Outside the Classroom Quality Badge, are a full member of the School Travel Forum and are fully bonded by ABTA and ATOL. For more information about Travelbound please follow the link to their website: [www.travelbound.co.uk](http://www.travelbound.co.uk)

**What to do next**

If your child would like to participate in the trip, please complete the slip below and return it to Mr/Mrs **YOUR NAME?** You will also need to pay an initial deposit of **£xxx** by **DATE**, followed by **xxx** further instalments of **£xxx,** which will be collected over the next academic year (payment details will be sent nearer the time)

We hope your child/children can join us on what will be a memorable and inspirational trip to **xxxxxxxxx**

Yours sincerely,

**xxxxxxxxx**

**xxxxxxxxx**

**xxxxxxxxx**

**xxxxxxxxx**

# Please complete this reply slip and return to [Teacher Name and department]

# I would like my child to go on the forthcoming educational school trip to **xxxxxxxxx**. Therefore, please find enclosed a non-refundable deposit of **£xxx** (Please make cheques payable to xxxxxxxxxxxxxxxxxxxxx)

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_