



Lb/Cc

19th September 2019

Dear Parent / Carer

Re: Languages Paris Trip

This letter is to confirm that the Paris trip in December 2019 will be going ahead with 40 students from the academy. The trip will depart on **Monday 16th December** and will return on **Thursday 19th December 2019**. At this time, we have not yet confirmed exact departure and arrival times but will let you know as soon as we have that information.

The final cost of the trip is **£320**, which leaves a **balance of £260** to pay; this is inclusive of the return coach journey from Mildenhall College Academy, accommodation, excursions and food whilst in France. Please note that students will need to have money for food whilst travelling to and from France.

Below is the payment schedule that has been set up. Please note the next payment, which is due by the end of September 2019. The academy accepts payments by debit or credit card via our website, www.mildenhall.attrust.org.uk using SCOPay or the SCOPay app. Details on how to use this service can be found under “online payments” on the parents’ tab. First time users are required to enter a “Link Code” which can be obtained from the Finance Office. If you have any concerns about the schedule, please do not hesitate to get in touch with Mrs Tuffs in the finance office.

Payment 1 on 30/9/19 - £60

Payment 2 on 30/10/19 - £100

Payment 3 on 30/11/19 - £100

Your child must have a valid passport. Please make sure that it is valid for six months after our return date. It is also necessary that you or a responsible adult has a valid passport just in case it is required.

I will also need a **copy of your son / daughter’s passport**, either scanned and emailed to myself or alternatively I can photocopy the passport in school and it will be returned. Please can we have this information by **Monday 30th September 2019** or as soon as possible if you do not yet have a valid passport. This is so that the company have the necessary information for the ferry crossing.

Please contact me by phone via the academy reception or directly via email (laura.bay@mca.attrust.org.uk) if you have anything you would like to discuss.

Yours sincerely

Ms L Bay

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ATT Regional Lead Practitioner of Languages