

The Harefield Academy

Achievement through Active Learning

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Headteacher: Tash Moriarty BA PGCE



9th January 2019

Dear Parent/Carer,

RE: Ski trip 5th April – 13th April 2019

This letter is to make you aware of a change to our upcoming ski trip.

Due to the snow forecast for this spring the company operating the trip have suggested a change in ski resort to better our chances of good quality skiing and therefore optimise you child's experience. The company have therefore changed the destination of the trip from Morzine, France, to **Obertauern, Austria**.

I apologise for the late notice of this change, but please be aware that whilst this will slightly increase journey time, it will have no impact on our departure or arrival dates. I am also pleased to let you know that as a result of this alternation, our accommodation has upgraded to premium which includes better facilities for your child during their stay. The name of the hotel can be found below:

Accommodation: Jugendgaestehaus Felseralm

Address: Felseralmstrasse 10, Obertauern, 5562

Telephone number: 0043 6456 7203

I would like to invite you to an information evening on **Thursday 31st January at 5pm in the theatre**. Attendance at this meeting is essential for parents/carers of participants to ensure you are clear of all arrangements and expectations around the trip and have the opportunity to ask any questions. The meeting will include detailed information about:

- Students accommodation arrangements
- Student ski groups and allocated staff
- Detailed travel itinerary
- Detailed itinerary of day and evening activities
- Recommendations for spending money
- Recommendations for what to bring on the trip.

There will also be a representative from skiwearUK in attendance who will have affordable ski wear available for sale.

I would like to also use this opportunity to remind you that the final payment for the trip was due on the 4th January. Payment schedules must be met in order to ensure the scheduled activities can be secured with the company at agreed prices. Can you please ensure full trip payment has been made in ParentPay by Monday 14th January at the latest. ***If payments are not received by this date your child may lose their place on the trip as well as funds already paid.*** I have included a reminder of the payment schedule and cancellation policy as set out in the original letter below.



I look forward to seeing you on the 15th February.

If you have any queries regarding any aspect of the trip please do not hesitate to contact me.

Yours sincerely,

R Bourne

Mr R Bourne

Ski Trip Co-ordinator

Published payment Schedule

- Friday 4th May (Non Refundable Trip Deposit - £200.00)
- Thursday 31st May (£91.00)
- Friday 29th June (£91.00)
- Tuesday 31st July (£91.00)
- Friday 31st August (£91.00)
- Friday 28th September (£91.00)
- Wednesday 31st October (£91.00)
- Friday 30th November (£91.00)
- Friday 4th January (£91.00)
- Commitment to the trip and Cancellation Policy

Once you have paid the deposit you are entering into a contract with The Academy as the same with any personal holiday you would book through a travel agent directly. Please ensure that your child is definitely committed to attending this trip. I have included the travel companies' cancellation policy below in terms of how much monies would be returned to you should you withdraw your child from the trip. We have added to the cost of this trip £50.00 per child as if a student withdraws from the trip the cost per student may go up. We would therefore ask you to consider the impact on others attending before withdrawing your child. The £50.00 will be refunded via Parent Pay to you once the trip has returned providing it is not used. If we do need to use the £50.00 we will inform you of this in writing along with the reasons why.

Period before departure within which written notice of cancellation is received by us or your travel agent	Amount of cancellation charge shown as % of your tour price
More than 98 days	Full 1st and 2nd deposits as per schedule
43-98 days	70%
42 days – departure day or afterwards	100%