

February 2024

Dear Parent/Carer,

We are pleased to confirm that your child has been allocated a place on the trip to Munich which will be taking place from Thursday 24<sup>th</sup> October 2024 to Sunday 27<sup>th</sup> October 2024.

The total cost for this trip is now £810.00. Please find attached a receipt confirming your deposit payment of £150.00.

Future payments can be made, using the ParentMailPMX on-line system. Please find listed below the payment schedule for this trip.

1. £150.00 by midday on Friday 19<sup>th</sup> January 2024 (initial deposit)
2. £140.00 by Thursday 29<sup>th</sup> February 2024
3. £140.00 by Sunday 31<sup>st</sup> March 2024
4. £140.00 by Tuesday 30<sup>th</sup> April 2024
5. £140.00 by Friday 31<sup>st</sup> May 2024
6. £100.00 by Sunday 30<sup>th</sup> June 2024

As with all our residential trips, attendance is dependent upon adhering to the payment schedule. Please be aware that the payment schedule is negotiated, and set, based on the payment requirements stipulated by the travel company, so we need to ensure that the schedule is adhered to. Please note that with any trip of this type, should any student's behaviour, attendance or work cause concern, we reserve the right to exclude them from the trip.

In order to book the flights for the trip to Munich, we need to confirm the name of your son/daughter as it appears exactly within their passport. Therefore, we need to have access to a copy of the details page. Please submit an electronic copy of these details to [finance@cirencesterkingshill.gloucs.sch.uk](mailto:finance@cirencesterkingshill.gloucs.sch.uk) by Friday 23<sup>rd</sup> February 2024.

Alternatively, please supply a photocopy of the passport information page and return to the Finance Office. If you do not have access to a Photocopier please bring in the passport itself and we will photocopy it ourselves. Unfortunately, we are unable to rely on the name simply being written down as we need proof that it is exactly how it appears in the passport itself. Any errors will require payment to correct, and so we are looking to avoid this scenario.

At this stage, we are only in need of the name within the passport, so if the passport is to expire before the trip departs, that is not a concern at this point; we can still photocopy the document for the details we need now.

Should you have any problems or questions concerning this trip, please do not hesitate to contact me. Thank you for your support and co-operation.

Yours sincerely,

Miss R Whitehouse  
Munich Trip Co-ordinator