

18<sup>th</sup> October 2018

Dear Parent/Carer,

**Re: Year 7 Day Trip to the Christmas Market in Lille, France, Friday 14<sup>th</sup> December 2018**

The Languages Faculty is offering **55 places** on a day trip to Lille in France which has proved a popular trip and has previously sold out within minutes of its release. As there are limited spaces on the trip, **places will be allocated on a 'first come, first served' basis on School Gateway.**

The release date and availability to make payment for this trip will be **Tuesday 23<sup>rd</sup> October at 4.00pm (payment WILL NOT BE VISIBLE on SCHOOL GATEWAY until that time).** Please be aware that, if you log in prior to 4.00pm, you may need to refresh the page for the payment to appear. If the payment option is unavailable after this time, this usually means the trip is sold out. Therefore, if you wish to add your child to the reserve list, please call 01727 73132 or 01727 731326 or email Mrs Blackburn [s.blackburn@marlborough.herts.sch.uk](mailto:s.blackburn@marlborough.herts.sch.uk) or Ms Roberts [s.roberts@marlborough.herts.sch.uk](mailto:s.roberts@marlborough.herts.sch.uk)

- I would recommend that, if you have not previously registered for School Gateway, you do so in advance of the release day to ensure your account is active.
- If you have logged in AFTER this time and the payment item is not visible, the trip is sold out. Please call 01727 731322 or email Mrs Blackburn to be placed on the reserve list.
- Please do not keep the item in your 'basket' as this will not hold a place.
- You should instantly receive a confirmation email if your payment has been successfully processed. **No email will mean no payment has been received by School Gateway.**

This will be an ideal opportunity for students to put into practice the French that they have been learning in their first term. The coach will leave school on **Friday 14<sup>th</sup> December at 5.00am**, travel through the morning and arrive in Folkestone at 7.00am for the 8.20am Folkestone/Calais Eurotunnel crossing. We will arrive in Calais at 9.55am and then at our destination of Lille by 12.30pm (local time). The coach leaves Lille on the Friday evening and arrives back at the Academy at 10.00pm (approximately). We would ask that you provide your son/daughter with something to eat for breakfast, suitable snacks, cold drinks and a packed lunch (please do not provide chocolate, sweets or sugary drinks) to eat throughout the day.

The Friday will be spent touring the markets, shopping and enjoying French gateau and hot chocolate in an authentic French restaurant "Flams"; students will need to bring euros if they wish to purchase items at the Market. We will also visit an ice rink; students will need to make sure they have a pair of gloves and warm socks with them for this. Students are not required to wear

school uniform but will need to dress appropriately for the weather. Please be aware that the students are outside for most of the day so warm and waterproof clothing is advisable. They may bring their mobile phones but if they do so it will be at their own risk.

Should the Headteacher have any safety concerns regarding the trip due to events outside our control, please be advised that we may change the itinerary or destination.

The cost of this trip is **£95.00**, which includes comprehensive travel insurance, the coach journey to France, lunch and ice skating.

**A non-refundable deposit of £50 will need to be made online using the School Gateway website (see details attached), as soon as possible. Final payment of £45 will need to be received by 16<sup>th</sup> November 2018.**

**If you are registered or have previously been registered for free school meals** please be aware that there is funding available of 25% (£23.75) towards the cost of this trip. Please contact Mrs Blackburn **AFTER you have made your £50 deposit payment** to confirm and allocate funding.

**Students will need to travel on their own passports. Passports must be valid for at least 3 months from the day of the trip. Students will also require a European Health Insurance Card (EHIC).** You can apply online for an EHIC at [www.dh.gov.uk/travellers](http://www.dh.gov.uk/travellers) or by ringing 0300 330 1350. Passports and EHIC cards will have to be brought into school by Friday 17<sup>th</sup> November.

If there is any further information you require, please do not hesitate to contact me at school.

Thank you for your support.

Yours faithfully,

Mr K Henshall  
Head of Modern Languages

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**How to pay online**

Log on to: [www.schoolgateway.com](http://www.schoolgateway.com)

Select: Make a Payment

Select: **Yr7 Lille Christmas Market 2018**

**Follow the on screen instructions to complete the payment and please ENSURE that the attached PARENTAL CONSENT FORM is completed and returned to Mrs Blackburn in the main office (scan, email or hardcopy). If you are unable to download the form, please ask your child to collect one from 'Student Services' at the main reception.**

**It is important that we have this information for the trip leader in case of emergency and for Health & Safety reasons.**

If you would like information on how to access the School Gateway system then please contact the School Office on 01727 856874.