



Wednesday 1 December 2021

Dear Parent/Carer

**Madrid
6 – 9 September 2022**

You will no doubt have heard from your child that we are planning a trip to Spain for the current Year 10. After a great deal of thought, especially concerning Covid, we have decided that the trip will take place in September 2022, so the students will be in their first month of Year 11. We will be flying to Madrid from Stansted, staying in the [Hotel Mediodia](#). Visits included in the price are:

- Warner Bros Theme Park
- Retiro Park
- Plaza de Espana
- Museum Reina Sofia

The total cost will be £494, to cover travel, insurance and entrance fees. Lunches are *not* included, and extra pocket money will also be useful for treats and souvenirs.

If you would like your child to take part, please make an online non-refundable deposit of £100 by 10th December. Subsequent payments will be due as follows:

- £100 7th January
- £100 25th February
- £100 22nd April
- £94 10th June

Once paid, deposits will only be returned if a student is unable to take part due to illness or if, for any other reason, we have to cancel the trip. In the case of a student withdrawing without good cause, any monies paid can only be refunded provided a replacement can be found.

If your household has a low income, you may be eligible for a grant from the Thomas Anguish Foundation, which has supported several students in accessing similar trips in the past. If your family circumstances dictate, you may wish to email info@norwichcharitabletrusts.org.uk to enquire about financial assistance. Additionally, The Open Academy will offer grants where it can.

In the case of the trip not being able to go ahead because of Covid, full refunds will be made by the travel company, NST. Please note that all visitors to Spain, including under-18s, are currently required to have proof of full vaccination against Covid.



Students who do not have their own passport, or whose passport expires before 31 December 2022, can be included on a collective passport, which will be valid for this trip only. If your child is to be included in this passport, please do complete the reply slip with details of **town** and **date** of birth. Further information (about the child's mother's date and place of birth) will be required by the Passport Office at a later date. We will use Academy photos for identification. The cost of the collective passport (£39) will be shared by those included on it.

If your child does not already have one, please apply for a free Global Health Insurance Card (GHIC) (formerly European Health Insurance Card (EHIC) at [GHIC.gov.uk](https://www.gov.uk/government/organisations/global-health-insurance-card).

There is a maximum of 24 student places for this trip, as we will be travelling to Stansted by minibus. Places will be allocated on a first come, first served basis, with behaviour additionally being taken into consideration; safety is always our top priority on trips and I should make it clear that only students who have an excellent work and behaviour record will be permitted to attend this trip. Anybody with a high number of behaviour points is unlikely to be able to take part. We will reserve the right to cancel the place of any student who we believe could pose a health and safety hazard to themselves or the rest of the group. We would refund deposits paid to these students.

Yours faithfully
Kim Stickland
Teacher of MFL and trip leader.

If you would like your child to take part in this trip, please fill in and return the reply slip below to the Finance Office ASAP.

Further copies of this reply slip are available from your child's Spanish teacher.



Madrid 2022

Student's name and form

I give permission for my son/daughter to take part in the Madrid trip, and:

- have made an online non-returnable deposit of £100
OR
- have made an online non-returnable £10 deposit, and have contacted Thomas Anguish

Emergency contact details:

- Email.....
- Phone.....

Passport details

Delete as applicable

- My child has a passport valid until.....
- My child does not have their own passport. I agree to pay towards the price of the collective passport.

Collective passport only

- Student's full name
- Student's place of birth
- Student's date of birth

Student's own mobile phone number.....

I understand that under health and safety legislation relating to School trips, I will need to complete a comprehensive health and permission questionnaire on behalf of my son/daughter prior to travel.

Signed (Parent/Carer).....

PLEASE HAND THIS SLIP TO THE OPEN ACADEMY FINANCE OFFICE