

14 December 2018

Dear Parent / Carer

Year 8 and 9 Educational trip to Rome

We are delighted to offer your daughter the opportunity to travel to Rome as part of Ursuline Fest week (15th -18th July 2019) on a Year 8 and 9 trip. To be considered, your daughter's effort in school work and behaviour must be excellent, as she is representing the school on a trip abroad.

We are proposing to take 40 students and 5 members of staff. We will depart from Ursuline High early in the morning on Monday 15th July 2019 to travel by coach to Gatwick airport from where we will catch a British Airways flight to Rome. We will then be met by another coach to transport us to our 4* accommodation in central Rome. We will depart Rome on Thursday to return to Ursuline High School in the evening.

Whilst in Rome we will visit the Vatican for a guided tour of St Peter's basilica, the museum and the Sistine Chapel. This is a fantastic opportunity for your daughter to learn about the origins of the Catholic faith and its rich religious and cultural heritage. The trip will also include a day spent exploring the sights of central Rome, including the Colosseum, Roman Forum, Pantheon, an evening spent at the night festival on the banks of the Tiber river as well as an afternoon at the beach in Ostia. This is chance for your daughter to experience a city with a fascinating history, culture and awe-inspiring architecture. We also, of course, will be sampling the delights of Italian cuisine including authentic gelato and pizzas.

The total cost of this trip is **£555** which includes all travel, accommodation (bed and breakfast) and bedroom tax, 3 course evening meals, sightseeing, entry in to the Vatican and its museums, tour t-shirt required for safety reasons in the Vatican, all bus and metro tickets, tour operator 24hr emergency contact service whilst in Italy and comprehensive insurance for all students. However, your daughter will be expected to pay for her lunch. This is the only thing that students will be expected to pay for throughout the entire trip apart from gelatos and souvenirs! We estimate that 20 Euros per day would be adequate during this trip. They will also require a current passport and European Health Insurance Card. ***Please be advised that non-EU passport holders may require a visa to enter Italy and you should check to see if this is applicable to your daughter.***

Students will be supervised by staff throughout the trip, however, there will be a number of occasions, for example whilst souvenir shopping, when students in groups of four, will be able to spend limited periods of time being remotely supervised. During these periods of remote supervision they will be expected to remain in groups of four, and a member of staff will be available in a pre-determined central location at all times. Students will also be given staff mobile phone numbers and will also be expected to check in with a member of staff at regular intervals.

We are sure you will agree with us that given the fact that this is during peak season and that the hotel is in Central Rome, this trip represents good value for money and as you would expect, demand for places on this trip will be exceptionally high.

How to secure a place on the trip:

To ensure that your daughter is guaranteed a place on this trip, please pay £150 deposit online.

ParentPay will go live for deposit payments on Wednesday 19th December 2018 at 7.00pm.

Places are allocated on a first come first served basis so I recommend you access ParentPay as soon as possible after it goes live to avoid disappointment. You are required to pay for this trip via your ParentPay account.

Once you have secured a place by paying your deposit online please complete the attached reply slip and return, via your daughter, to Miss Murphy in the Chaplaincy office.

If you have forgotten your ParentPay login, please visit their website (www.parentpay.com) and click on "Forgotten password" in the account login section. Should this cause you any difficulty, please contact Salvina Barcellona salvina.barcellona@ursulinehigh.merton.sch.uk in the Finance Office who will be able to assist you with this. Please note that this is a voluntary trip. Therefore, if insufficient funds are raised then the trip may have to be cancelled.

The remainder of the outstanding balance will be requested on the following dates;

- 18th January £100
- 8th March £155
- 22nd April £150

If your child has any special dietary requirements that staff need to be aware of such as vegetarian, diabetic alternatives etc, or any specific allergies please state these on the attached consent form. Please also include any relevant health information, including emotional/mental health, no matter how trivial you may feel it to be. It is imperative that you inform us if your daughter requires any medication, including inhalers, so that we can plan for her involvement effectively.

There will be a parents' information evening for this trip on Monday 1st July and we do request full attendance at this meeting so thank you in advance for your support. Details of this meeting, the accommodation, a confirmed itinerary and contact numbers will follow once we have final numbers.

Important notice

Students MUST have their own current passport and EHIC medical insurance card. Non EU passport holders must see me with their passports before signing up for the trip.

If you have any further queries regarding this trip please do not hesitate to contact me at school on 020 3908 3149 or alternatively: debra.beale@ursulinehigh.merton.sch.uk.

Yours sincerely

Debra Beale
Head of Humanities
Trip Leader

Reply slip for:

Year 8 and 9 Educational trip to Rome 15th – 18th July 2019

I have paid the £150 deposit using my ParentPay account. I understand that if my daughter is unable to attend and a replacement is not found, then this deposit along with any further payments cannot be refunded.

Name of Daughter _____ Form class: _____

Parent contact name: _____

Parent contact email: _____

Contact number(s): _____

Country current passport is issued by: _____

Expiry date of current passport: _____

Parent Signature: _____ Date: _____

Return this slip to Miss Murphy in the Chaplaincy office

