

Tuesday 31 October 2023  
eob/pmt/paristourltr24

Dear Parents

### **Paris Art & Photography Tour – Thursday 24 to Sunday 27 October 2024**

I am organising an exciting Art & Photography Tour of Paris for October 2024. Current Year 10 and 12 Art and Photography students are invited to participate. The purpose of the trip is to enrich the student's studies and provide them with a great deal of inspiration for their work. We will be visiting the Arc de Triomphe, the Palais de Tokyo Art Museum, the Pere Lachaise Cemetery, and the Catacombs. The tour will also include a boat cruise on the River Seine, a street Art walking tour and visit to the Galeries Lafayette shopping centre.

Travel will be by coach and ferry. Exact travel timings will be confirmed once the channel crossings have been booked. **The students will be travelling on their own Passports, and these must be valid for at least six months after the date of return.** A valid European Health Insurance Card (EHIC) or UK Global Health Insurance Card (GHIC) will also be required. *Information can be found at <https://www.gov.uk/global-health-insurance-card>*

It is anticipated that the trip cost will be **£625.00** which includes all transport, entrance fees, travel insurance, accommodation on a bed and breakfast basis plus three evening meals and packed tea for the ferry crossing on Thursday. **Not included in the trip cost are lunches and spending money. Up to £120 mostly in Euro's is thought to be sufficient to cover both.**

To secure your son/daughters place on the trip an initial deposit of **£25.00 will be required on or before Friday 10 November.** Followed by eight instalments of £75.00 between January and August 2024.

*In case of financial hardship, support is available from the St John's Opportunity Fund for Yr.10 students and a letter to the Principal will be dealt with confidentially and sympathetically. OR for Yr. 12 students, Bursary Fund grants should be used towards the cost of this trip. To qualify for Bursary funding, attendance needs to be 95% or above and awards are dependent upon household income levels. If your son/daughter has not already applied, an application form can be obtained from the school. Proof of household income will need to be supplied to support the application.*

Please be aware that in the case of an insurance claim being necessary, you will be asked to reimburse St John's for any insurance excess paid on your behalf at the time of treatment in resort. Claims for lost/stolen/damaged personal effects will be paid less any relevant excess.

**Payment should be made online through ParentPay; you will not need to return the paper permission slip if you pay online.** Payment can still be made by cheque with the completed permission slip at the end of this letter. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students. If you have mislaid your log in details, please contact Mrs Shirley Woodburn on 01672 519567 or by emailing [swoodburn@stjohns.excalibur.org.uk](mailto:swoodburn@stjohns.excalibur.org.uk)

Please note that once places have been confirmed trip payments will be non-returnable unless the school cancels the trip. Should the student be withdrawn by parental request unless for a substantiated medical reason, this will be taken as disinclination to travel and therefore parents will be liable for all costs incurred. All such withdrawals should be discussed, in the first instance, with Mrs Pauline Marshall-Thomas via [trips@stjohns.excalibur.org.uk](mailto:trips@stjohns.excalibur.org.uk) or DD 01672 518896.

**It is imperative that the students who we take on the trip are responsible and can follow instructions. We cannot take students who have had any exclusions this academic year or a substantial amount of negative behaviour points. There are limited places available for this trip and, if oversubscribed, we will look closely at student attendance (particularly in Art and Photography), each student's effort grades, attitudes to learning and their ability to follow instructions around school.**

The organisation of all trips includes a comprehensive risk assessment. The Principal and Trip Organiser may choose to exclude from the trip any students whose behaviour or schoolwork is not satisfactory. *Any student withdrawn by St John's for these reasons will be at the expense of the parents. It is not possible to guarantee any refund of monies already committed by St John's and indeed expenses not already covered may be claimed from you.*

Please be aware that the medical information and contact details for your son/daughter that you have supplied for St John's records are printed and taken on the trip by the trip leader and their deputy in case an emergency arises. They are also supplied to the member of the Senior Leadership Team that is point of contact for the trip. The printouts are destroyed once the trip is over. By applying for a place on the trip, you are giving your consent for this information to be used for this purpose.

**If your child is either asthmatic or has anaphylaxis, they must ensure that they always carry their inhaler or EpiPen on them during the trip.**

Permission and deposits should be received on or before end of the school day on **Friday 10 November 2023.**

Yours faithfully

**Miss E O'Brien  
Head of Art & Design**

Please return slip and **cheque** payment to the Financial Mailbox located in the Atrium by the exit to the tennis/netball courts. These should be in an envelope marked for the attention of Mrs Pauline Marshall-Thomas and the student's name, tutor group, trip/event name, trip date and trip organiser must also be detailed on it. Cheques should be made payable to 'St John's Marlborough.'

**Paris Art & Photography Tour – Thursday 24 to Sunday 27 October 2024**  
**Trip Organiser – Miss O'Brien**

Student: ..... Tutor Group: .....

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose an initial deposit of £25.00 and confirm I will be making the full payment of £625.00 by the final payment date.
3. I understand that there may be no refund due, should my child be withdrawn from the trip by St John's.
4. I accept that I will be liable for all costs incurred by St John's should I withdraw my child from the trip, should it not be possible to replace them with another student.
5. By signing your son/daughter up to attend trips you are taking responsibility for their behaviour whilst on the trip. Anti-social behaviour, poor attitude or rudeness will not be tolerated and may result in your son/daughter not being considered for future trips.

Signed: ..... Date: .....  
(Parent)