



5 October 2018
MRW/Manage/SIMSIT/hmc

Dear Parent/Carer

MUSIC - CONCERT TOUR SPAIN 2019

I am writing to inform you that your child is invited to take part in the concert tour to Spain in April 2019. During the tour they will perform 3 concerts at venues in and around Barcelona. Potential excursions include:-

**Sagrada Familia
Parc Guell
Salvador Dali Museum
Barcelona**

**Barcelona Football Stadium
Montserrat Monastery
Montjuic Cable Car
Glass Bottomed Boat trip**

Travel arrangements will be made by Rayburn Tours who are an ABTA and ATOL registered schools travel specialist. The details of the trip are as follows:

DESTINATION: Costa Brava, Spain
LEAVING HCC: Saturday 6 April 2019
RETURNING HCC: Friday 12 April 2019
TRAVEL BY: Coach
CONTRIBUTION: £589 includes return travel from College; 4 nights accommodation; insurance; breakfast; evening meal; trips and entrance fees; all arrangements for concerts.

To secure a place, a non-refundable deposit of £125 will be required by Monday 15 October 2018 followed by 4 further payments of £116. Once payment has been set up you will be advised of future payment dates.

By paying the non-refundable deposit you are deemed to have agreed to pay the additional instalments in accordance with the deadlines to be advised, in order to facilitate prompt payment to the travel company.

Should you need to withdraw your child from the trip, notice must be given in writing as soon as possible so a replacement may be sought. Late notifications may incur some, or all of the costs, due to changes of name, or if a complete place cancellation is necessary.

If withdrawal is due to a medical reason, or one covered by the school journey insurance, (subject to the usual excess fee), it should be possible to make a claim for the payments made, if a substitute cannot be found.

Places are limited and therefore we can only take students on a first come first served basis. If you would like your child to attend this trip please make payment via [School Gateway](#). Payment will be open from 00.01am on the morning of Thursday 11 October 2018 up to and including 15 October 2018. Once all the places have been taken, you will no longer be able to view this payment. Unfortunately, cheques are no longer accepted. If you have any problems with making payment please email financeoffice@heathfieldcc.co.uk.

Permission for your child to attend this event is given when you make payment using [School Gateway](#). Please see notes below*.

There will be an information evening held closer to the time to give parents and students a chance to learn about the trip in more detail. In the meantime, if you would like any further information or have any queries regarding this trip please do not hesitate to contact me by email at jmarrows@heathfieldcc.co.uk or telephone 01435 866066 Ext 1240.

Yours sincerely



MR J MARROWS
Music Teacher

*The College has adopted the ESCC policy on the safe running of educational visits.

Permission Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I agree to impress upon him/her the necessity to behave responsibly and to help the leaders to ensure the safety of everyone on the trip.

I give permission for photographs/video to be taken of my son/daughter at this event to be used for display purposes at the College. This may include (but is not limited to) the images being used on the College website, social media, newsletter and in the local press. If you do not give permission, please inform the trip leader prior to the event.

In the case of an emergency we will use the contact details and medical information which you have previously given to the College which is held on our pupil data base (SIMS) If you wish to update this information please contact the College office, office@heathfieldcc.co.uk or telephone 01435 866066.

If you wish to register different contact details for the day of the trip only, please contact the trip organiser whose name is on the bottom of this letter.

