**YOUR NAME**

**SCHOOL NAME**

**SCHOOL ADDDRESS**

**DATE**

*NOTE: Please update any blue text with the details of your trip.*

**Dear Parent/Guardian,**

I wanted to let you know about an exciting opportunity for your child to experience a new and inspiring way to learn – on our subject tour to destination.

This is a fantastic opportunity for your child to engage with their classmates in an unfamiliar setting, discover new places and ideas and most importantly further develop their own subject skills.

**The benefits of an educational tour**

Research has shown that not only do residential school trips help with academic achievement they also help improve relationships and encourage personal development. Research\* shows, that following a residential tour:

**61%** of students achieved higher than their predicted grade

**87%** of students felt more confident trying new things

**74%** of parents said their children were more willing to try new things

**71%** said they are more motivated to learn

**Tour details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject:** | Xxx | **Destination:** | Xxx |
| **Dates:** | xxx-xxx | **Tour cost:** | Xxx |
| **Tour inclusions:**  *(the cost includes)* | * Return {flights/coach} * Hotel accommodation * All breakfasts and dinners * Entrance fees to selected places of interest * Travel insurance | | |

**The company we are travelling with…**

School name has chosen to travel with **Equity** as they are market leaders in school travel and have been in operation since 1933. They are completely financially protected by ABTA and ATOL, meaning in the event of any unlikely unexpected occurrence your money is protected. Equity are also accredited by ‘*Learning Outside the Classroom’* and the School Travel Forum; both of which support excellence in the planning and delivery of highly successful educational trips.

**What you need to do next**

If you would like your child to take part in this trip, please complete and return the form below, together with an initial deposit of £xx to teacher name by deadline date. Spaces are limited and I am expecting a high demand for the trip so encourage a prompt response to avoid disappointment. Please note that once deposits have been paid to Equity these are non-refundable and terms and conditions will apply.

We will be holding a parents evening on date where you can find out more about the trip - there will also be an Equity representative present to answer any questions you may have.

Yours sincerely

**YOUR NAME**

*\*Sourced from the School Travel Forum using findings from: The National ‘out of school trips’ research report 2008; Evaluation of Learning Away – the final report, Kendall & Rodger; Learning Outside the Classroom Manifesto; Ofsted*

**Please complete this reply slip and return to Teacher Name and department by date**

I would like my child to go on the forthcoming subject school trip to destination. Therefore, please find enclosed a non-refundable deposit of £xx *(Please make cheques payable to xxxxxxxx)*

Forename of Child (as passport): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname of Child (as passport): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue Date: \_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality (e.g. GBR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Residency (e.g. GBR): \_\_\_\_\_\_\_\_\_

Dietary requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Medical Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_