**Sample Introductory Letter to Parents**

Dear parent/guardian,

We’re very pleased to inform you that the school is organising a trip to [destination] for year […] pupils, leaving on [date] for […] days.

The trip to [destination] will offer many exciting opportunities and experiences designed to reinforce and further learning in a fun and stimulating environment.

|  |
| --- |
| Trip details |
| Destination: | [Destination] |
| Dates: | [From date] – [to date] |
| Trip price: | [Transport e.g. return coach travel, flights, transfers etc.][Accommodation e.g. 4 nights B&B/HB/FB][Excursions/visits e.g. theme park entrance, museum entrance etc.] |
| Proposed excursions/visits: | [anything not included] (this may be subject to change) |
| Recommended spending money: | [£…] |
| Supervision: | Supervision will be provided at a ratio of 1 adult to every […] students. |

The aim of the trip is to provide students with first-hand experience of the subject matter in the curriculum that wouldn’t otherwise be possible within the normal classroom environment. In addition to this, the trip will also offer opportunities to experience a new culture, form friendships and create fantastic memories, which we hope they will look back on fondly for many years to come.

## Our tour operator:

We have chosen to book our trip through Halsbury Travel, a specialist school tour operator with over 35 years’ experience.

As ABTA members, Halsbury Travel are obliged to maintain a high standard of service to you by ABTA’s Code of Conduct. They can also offer you ABTA’s scheme for the resolution of disputes which is approved by the Chartered Trading Standards Institute.

Air tours and flights arranged by Halsbury Travel are ATOL protected by the Civil Aviation Authority, which means that you and your money are protected if the tour operator ceases to operate. This means that if that were to happen we would either be able to claim the money back for the trip (if we were yet to travel) or continue the trip and be repatriated.

For non-flight packages, Halsbury Travel’s ABTOT membership provides financial protection under The Package Travel and Linked Travel Arrangements Regulations 2018 for non-flight packages. For further information, on ABTOT please visit their website: <https://www.abtot.com/> (Please note that bookings made outside the UK are only protected by ABTOT when purchased directly with Halsbury Travel.)

Halsbury Travel are also Assured Members of the School Travel Forum, which means that they prioritise the health and safety of groups travelling with them.

They have also been awarded the Learning Outside the Classroom Quality Badge, which shows that they are committed to offering activities that are safe and beneficial to learning.

For more information on Halsbury Travel, please visit [www.halsbury.com](https://www.halsbury.com/)

## Payment schedule:

Deposit to secure place: [£…] to be received no later than [date]

2nd deposit: [£…] to be received no later than [date]

Balance: [£…] to be received no later than [date]

PLEASE NOTE:Cancellations are likely to incur charges due to the provider’s booking terms and conditions.

## What to do next:

Please be aware that there are only a **limited number of places available** on the trip and places are being allocated on a first come, first served basis. If you would like your son/daughter/ward to participate, please complete the reply slip below and return this to [your name] with a cheque for the first deposit of [£…] no later than [date]. Cheques should be made payable to [payee].

Once all initial trip deposits have been received a parents’ evening will be arranged to provide further information on the trip. Please follow our Twitter feed [@...] for further updates on the trip.

Yours sincerely,

[your name]

Please complete the reply slip below and return it to: [your name/department]

I hereby give permission for my son/daughter/ward to attend the educational visit to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on: \_\_/\_\_/\_\_.

Name of child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class/year/tutor group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enclose £\_\_\_ and understand that this is a non-refundable deposit securing the place of the above named pupil. I will fully adhere to the above payment schedules.

I also confirm that the above named child has a valid passport, appropriate visa and an EHIC/GHIC card.

Parent/guardian name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_