Dear Parent,

I am pleased to announce that after careful planning we are now in a position to offer your child a place on our Ski trip to \*resort\* in \*country\* from the \*date of departure\* to \*date of return\*. The trip is open to students in years \*year group\*.

The cost of the trip is likely to be £\*\*\* depending on student uptake, this will be confirmed when we have final numbers for the trip. This price includes:

* Air or coach details
* Accommodation and Board basis
* Lift passes
* Ski equipment hire
* Daily tuition
* Evening entertainment?
* Stopover?

\*School name\* have chosen to travel with Select School Travel whose staff have many years’ experience organising and running successful Ski tours. They are completely protected by ABTA and ATOL which means in the event of any unlikely occurrence your money is protected.

This is a fantastic opportunity for students and places are likely to fill up fast. A first deposit of £ is required by \*We suggest a week prior to expiry date on quote letter\* to secure your child’s place on this trip. Numbers are limited and places will be allocated on a first come first served basis.

Payments will need to be made to the school finance office/via ParentPay as follows:

|  |  |
| --- | --- |
| Date | Payment |
| First deposit  |  |
| Second payment |  |
| Final balance | \*we suggest adding further payment dates in between the second and final balance dates, perhaps one a month, to spread the cost for parents\* |

If you would like to register your child on this trip please complete the reply slip below and return it along with the non-refundable deposit of £100 by the \*date\*.

If you have any questions or queries please do not hesitate to contact Mr/Mrs

Yours Sincerely,

Mr/Mrs

Ski Trip - \*Resort, country\* - \*Date\*

Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form:\_\_\_\_\_\_\_\_\_\_

I give permission for my child to attend the Ski Trip on the \*date\*. I enclose £100 deposit and a photocopy of my child’s passport to secure my child’s place on the trip. I understand that the deposit of £100 is non-refundable.

Parent/Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print name)

Parent/Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Date:\_\_\_\_\_\_\_\_\_\_\_\_

**To be returned by \*date\***