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Dear parent

Re: Six-Day Trip to Spain: October Exeat 2014

I am writing to invite pupils of Spanish to take part in a trip to Galicia during the first six days of the Exeat in October 2014.

The objectives of the trip are to develop language skills and stimulate cultural awareness among pupils that have an interest in Spanish (as well as to have fun !). We have run successful trips of this kind to this destination on previous occasions. On a more prosaic level, this is an opportunity that will undoubtedly be of great benefit to all pupils taking public examinations both at GCSE and A-level.

Your son or daughter will stay with a Spanish family in the city of La Coruña. There is no requirement for you to receive a guest in your home at a later date, as this is not an exchange trip. The agent who will co-ordinate the accommodation knows the host families well, and will tailor the trip experience to our requirements.

Main activities will be as follows: language learning will be based around immersion with the local families and four mornings of language classes tailored according to the pupils' level (both exam based and more practical / fun). In the provisional itinerary there are plans to get to know the history of La Coruña, a lecture on 'La Liga' (with the possibility of taking in a match – subject to the fixture list and timings), some Spanish cooking, a visit to a local / regional business, learning to surf and some guided free time to take in the shops and leisure areas.

Travel dates

We will aim to leave on Saturday 18th October and return on Thursday 23rd October 2014. We will fly to either La Coruña or Santiago de Compostela airports.

Cost

The cost will be in the region of £650, which will cover:

- Air travel to and from La Coruña.
- Airport transfers in here and in Spain.
- Five days of accommodation, lunches and evening meals with a Spanish family.
- Spanish tuition in a local private institute.
- All excursions and trips during the week.
- Accompanying teachers.
- Insurance.

The cost is based on an estimated group of seventeen pupils; if more or less pupils participate, the cost may go down or up a little. Pupils will need no more than £150 spending money. They are likely to spend far less.

Host Family

Your son / daughter will be allocated a host family; the Spanish people are famously hospitable, and the Shrewsbury students will undoubtedly be made to feel extremely welcome. Our co-ordinator in Spain knows the families and the region very well, and I am certain that our pupils will be allocated comfortable homes and welcoming host-families. You will be provided with contact details of the host-families in advance, and your son will be able to make contact before the trip. At all times parents, pupils, teachers and host-families will have a relevant contact number.

Security and Transport Measures in La Coruña

Limited free time will be built into the programme, in which pupils will be in pairs or in groups and be given specific instructions on meeting points and times. Pupils will travel to and from meeting points either in a car driven by an adult member of the host family, or will be accompanied on foot by a teacher. Pupils will only travel alone to meeting points if the journey is considered short and safe i.e. walking distance during daylight. Pupils will never be allowed to travel alone at night or in the dark. All pupils will have a map indicating the location of their host-family accommodation. The trip will be fully insured through the School but your son should obtain the EHIC form, available from the Post Office, to be kept by us in case of needing to seek medical attention.

Accompanying Teachers

I will be accompanying the trip, together with at least one other member of the staff. The staff : pupil ratio will be no greater than 1:10. The Spanish co-ordinator will also provide a guide who will accompany the group on excursions around and outside the city of La Coruña.

Other Spanish trips

We will also be offering a two week exchange visit to Rosario, Argentina in the October Exeat 2015.

Disciplinary Conditions

Pupils will be briefed on suitable conduct in all situations where it is deemed necessary. In the extreme case of serious misbehaviour, I am obliged to ask you to agree that your son may be sent home at your expense. Of course this measure would only be used as a last resort.

If you wish your son to participate in this trip, please complete the attached form and return, together with the deposit cheque (see **Payment** on following page), to Mrs. Carey Clarke, Shrewsbury School, The Schools, Ashton Road, Shrewsbury. SY3 7BA.

Yours sincerely

Stuart Cowper

Payment

The deposit cheque of £200, made payable to **Shrewsbury School**, should be received by **Friday 31st January**. The remainder will be payable on the Lent 2014 and Summer 2014 end-of-term fee accounts. Any variations in the total cost will be reflected in the final instalment.

Withdrawal from trip on non-medical grounds:

The £200.00 is a non-refundable deposit unless the School is able to find a replacement, in which case the deposit will be refunded less any administration costs that are incurred, for instance changing the name on a flight booking. If your son / daughter withdraws after the School has paid the agent or purchased flights, you will be liable to cover the costs incurred that cannot be reimbursed. The School's travel policy cover, includes the ability to claim any payments made towards the tour should your son/ daughter withdraw due to the death, injury or illness of a close relative that necessitates the presence in the UK for your son/ daughter.

Withdrawal from the trip on Medical Grounds:

The School's travel policy insurance is effective once the deposit has been paid and the confirmation slip that your son/daughter is participating in the trip has been received. Should your son/daughter withdraw from the tour on medical grounds, a claim can be made via the School, to recover the payments you have made, less an excess payment. In order to claim, a medical form completed by your son/daughters doctor must be submitted with the claim detailing why they can't participate on the trip.