

Ref. JCO
20 March 2019

Dear Parent/Carer

Football Development Programme – FC Barcelona

I am pleased to inform you that your son/daughter has been successful in obtaining a place on the upcoming football development programme to FC Barcelona, Spain. We received a fantastic response from students and I am delighted that the trip will go ahead from Sunday, 29 March to Thursday, 2 April 2020.

I would like to thank you for your recent deposit payment of £100. I can confirm this has now been processed and sent to our tour operator, 'Ski and Sport', to enable our flight booking to be secured. I must remind you that you have now entered into a payment agreement meaning this and all future payments are **non-refundable**. Failure to meet the payment deadlines outlined below could result in your child losing their place on the trip. We really do not want this to be the case and ask that where meeting the deadlines presents an issue, you contact me at the academy as soon as possible. The Principal's decision on such matters will be final.

The payment plan can be found below. The deadlines have been set by 'Ski and Sport' and are therefore non-negotiable. At any time should you wish to discuss payments, please contact the Finance Office on 0114 235 8120, option 4.

Payment Deadline	Amount
Friday, 3 May 2019	£150
Friday, 19 July 2019	£150
Friday, 13 September 2019	£150
Friday, 10 January 2020	£150

The remaining balance of the trip may be paid off in full (£600); in instalments of £150, as outlined above, or in smaller, more regular payments **provided each £150 instalment has been paid by the deadline given**. All payments should be taken to the Finance Office. Cheques should be made payable to Outwood Academy City.

Students will need their own valid Passport to travel which will be checked by the academy in advance of our departure. It is the responsibility of the student's parent/carer to ensure this. Included within the trip cost is travel insurance. Due to the uncertainty of Brexit, we are unsure if European Health Insurance Cards ('EHIC') will still be valid at the time we travel. Once we know for certain, I will let you know if your son/daughter will require an EHIC.

I now require you provide the academy with a photocopy of your son/daughter's Passport. The photocopy should be taken directly to the Finance Office. Alternatively, please take your child's original Passport to Visitor Reception where a member of staff will take a photocopy and pass to the Finance Office on your behalf. Photocopies must be received by Friday, 19 July 2019.

I aim to keep you regularly informed of the tour's developments by letter but also recommend you to follow the academy's Twitter page '@OutwoodCity' as well our website for regular updates. I would like to take this opportunity to remind you of a date for your diary:

- **Monday, 10 February 2020** (confirmation of the time will be sent nearer the date) will be our final Parent Information Evening at which we'll discuss the essential items students will need to pack as well as final arrangements for travel.

Please contact me at the academy should you wish to discuss the trip.

Yours faithfully



Mr James Colliver
Associate Assistant Principal