



# St Augustine's Catholic College

Wingfield Road • Trowbridge • Wiltshire • BA14 9EN  
Telephone: 01225 350001 • Facsimile: 01225 350002

HEADMASTER: DAVID FORSTER MA(Oxon) MSc NPQH

Our ref: DF/MGA/ZGB  
5 July 2019

Dear Parent/Guardian

## Year 12 and 13 Art trip to Barcelona 2020

As you may already be aware, we are planning a study trip to Barcelona that will be of benefit to your son's/daughter's studies. For Year 12 it will form a key resource for their main coursework project that will start in January, and for Year 13, the start of their examination project.

**Destination:** Barcelona, Spain  
**Date of trip:** Friday 31 January to Monday 3 February 2020  
**Cost:** £350.00 - £400.00 approximately

The purpose of the visit is to study first hand from world class resources (meeting many needs of Assessment Objective 1), to record the city (Assessment Objective 3), as well as have an enjoyable trip.

We want students to have a rich and rewarding experience and the itinerary currently includes the Picasso Museum, The MNAC, Miro Foundation, Gaudi's architecture at Sagrada Familia, Batilo and Parc Guel. The final itinerary will be available shortly before the trip once all of the bookings and arrangements have been finalised.

Students should only need a small amount of money with them for snacks/souvenirs etc. It will help us to keep costs down if parents can arrange to car-share to/from Bristol Airport.

PTO

Based on our previous trips to Amsterdam and Paris, we expect this trip to cost between £350.00 and £400.00. This will include all travel, three nights' accommodation, breakfast, packed lunches, evening meals, entry costs and any evening entertainments (Flamenco show/bowling or similar). If you would like your son/daughter to take part in this event, please arrange for an initial deposit of £200.00 to be made using our preferred payment method of ParentMail. If you would like to pay by ParentMail, please contact the Finance Office to add the trip to your account. Alternatively, payment can be made by cheque or cash and returned to the school together with the permission slip. Payment is to reach us by Friday 13 September 2019. The trip has a limited number of places which will be allocated on a first come, first served basis. Your deposit will be returned if your child is not successful in securing a place.

The deposit payment will be used to book the flights. Flights will only be booked if we have sufficient interest. The final price is dependent on flight costs and numbers. The trip will cost less if we are able to book flights early, so please arrange to pay the deposit by Friday 13 September. **Please note that once the flights have been booked, the deposit is non-refundable because once booked, low cost airlines do not offer refunds.**

With the first payment, we require your child's passport details. Please send in a photocopy of their passport and EHIC card, alternatively we can photocopy them at the school for you. If your child does not have a passport or their passport will have less than 6 months remaining at the time of the trip, please ensure that one is ordered as soon as possible.

The remaining balance of £200.00 may be paid in full or in instalments as follows:

- £75.00 by 4 October 2019
- £75.00 by 4 November 2019
- £50.00 by 2 December 2019

A copy of your son's/daughter's medical form will be carried by the Trip Organiser on the trip. May I take this opportunity to remind you to inform the College of any changes to your son's/daughter's medical information, including contact with infectious diseases within the 7 days prior to departure, by completing a blank medical form which can be found on our website at [www.st-augustines.wilts.sch.uk](http://www.st-augustines.wilts.sch.uk) under 'Key Information' then 'College Documents'.

A trip meeting for parents and students will be held in January, which will address final arrangements and provide an opportunity for questions.

If you have any questions regarding the trip, please contact the Trip Organiser, Mr Attlesley. For questions regarding payment, please contact the Finance Office.

Yours sincerely



**David Forster**  
Headmaster

.....  
To: Reception by Friday 13 September 2019

Trip Organiser: Mr Attlesley

**Year 12 and 13 Art trip to Barcelona 2020**

I give permission for my son/daughter to attend the trip as detailed above. I would like to pay by ParentMail/I enclose a deposit of £200.00 (please make cheques payable to St Augustine's Catholic College).

I understand the remaining balance will be paid in 3 instalments;  
£75.00 by 4 October 2019; £75.00 by 4 November 2019; £50.00 by 2 December 2019

Name of student: ..... Form: .....

Signed: ..... Date: .....

Contact telephone number: .....

Student's Name	
Student's date of birth	
Emergency contact number	
Special dietary requirements	
Medical conditions that may affect the tour	
Medicine carried if relevant	
Name as it appears on passport	
Passport number	
Passport expiry date	
Copy of passport attached (please tick)	
Copy of European Health Insurance card attached (please tick) <i>Please order one if you do not have one.</i>	

**St Augustine's Catholic College**  
**Behaviour Policy for the Year 12 and 13 Art trip to Barcelona 2020**

The purpose of this contract is to ensure that students and staff have an enjoyable and rewarding visit. It is important that students are well behaved at all times and are good ambassadors for our school. As such, students are reminded that:

- They should be polite and well-mannered at all times
- They should listen carefully to instructions given to them by staff and carry them out without question
- On passenger transport they should behave in a sensible and mature manner that respects the safety and property of others, and use seat belts at all times.
- Normal school rules apply at all times whilst on a residential or school visit
- Alcohol, cigarettes, drugs, knives or other weapons including any kind of gun (including, without limitation, toy, replica or actual), fire crackers, fireworks or other dangerous or illegal items are **NOT** to be brought on or purchased by students
- They should obey the rules of any residential centre, or those given by the members of staff in charge, particularly in relation to sleeping, eating and room allocations.

We would obviously not expect there to be any problems, but because staff will be "in loco parentis" during the trip, it is important that parents are fully aware of the actions which would be involved should these ever be necessary. These are briefly as follows: -

- Students will be reprimanded by staff and given a verbal warning about their future conduct
- Parents will be contacted and informed of persistent problems of discipline
- In extreme cases, students may be sent home, with parents being responsible for all the extra costs involved
- Students who fail to observe this contract may face both an exclusion on their return and a ban on being able to participate in future school visits / residential.

Of course, we start from the assumption that all students will be perfectly behaved and that the sanctions listed above will not be required. **However, the school would be grateful if you could read this document, discuss it with your son/daughter and sign in agreement below, keeping a copy for your own records and returning this copy to the school.**

I HAVE READ THE ABOVE BEHAVIOUR POLICY AND AGREE TO FOLLOW THE CODE OF CONDUCT OUTLINED ABOVE.

Parent's name: ..... Parent's Signature: .....

Student's name: ..... Student Signature: .....