



15<sup>th</sup> December 2023

Dear Parent / Carer,

## **Work Experience Trip to Cadiz, Spain Saturday 3rd February - Saturday 10th February 2024**

The Buckingham School values the benefit that school trips can have on a student's wider cultural understanding. It is for this reason that the Spanish Department is pleased to announce our Spanish Work Experience trip to Cádiz, Spain. The trip will run from the morning of Saturday 3<sup>rd</sup> of February 2024 and returning on the evening of Saturday 10<sup>th</sup> February 2024.

This trip is aimed at our current Years 12 and 13 students studying the A Level Spanish course, but it is open to all Sixth Form students in School. Please note, there are only 7 places available so priority will be given to the students studying A Level Spanish first, with any remaining places allocated on a first come, first served basis.

This is a first-class opportunity to spend one week at a bilingual primary school, working closely with teachers and teaching/supporting pupils in different areas of the curriculum. During the trip, your child will be fully immersed in the Spanish language and culture of this region of Spain and there will be an opportunity to get to know the beautiful historic city of Cádiz.

The accommodation will be with the Spanish families of pupils at Colegio Concertado Bilingüe Bahía in Puerto Real, Cádiz, or the teachers who have chosen to host a student.

The price of the proposed trip is £520. If you would like your child to go on this work experience trip, please click on the following link to complete the Expression of Interest form:  
<https://forms.gle/ezAST2dzA8mfkFFs7>

Please submit your response by 5pm on Friday 22<sup>nd</sup> December 2023. You are also required to read and accept the terms as set out in the Parental Agreement below by this same date.

The cost of the trip will include:

- Return flights to Málaga from Luton Airport
- Transfers in Spain
- Food and accommodation
- Visit to the historic city of Cadiz

If your child gains a place on this trip, you will be notified in writing and a payment item will then be generated in ParentMail. A deposit amount of £260 will need to be paid by Monday 8<sup>th</sup> January 2024 in order to secure their place. At this same time, you will also be sent an electronic Health & Safety form to complete.

The remaining balance of £260 will then need to be paid, also via ParentMail, by 1<sup>st</sup> February 2024. Should you have any issues accessing this site, please email our Finance Team at [finance@buckinghamschool.org](mailto:finance@buckinghamschool.org).

It is understood that by paying the deposit, all conditions of the booking, as laid out in the attached Parental Agreement Form, are accepted and one such condition is that deposits are non-refundable, under any circumstances, once your child's place on the trip has been confirmed.

There will be a pre-departure Parent Information Evening, which you will be invited to attend, where the finer details of the trip, including the confirmed itinerary, will be discussed. I will also need to collect in passports (which need to remain valid for at least 6 months after the date of travel) and European Health Insurance Cards (if still applicable) at this time. I will write to you in due course once a date for this meeting has been set.

This trip offers an incredible opportunity for your child's personal growth combining valuable work experience with the richness of Spanish culture. We're really looking forward to your positive support and collaboration in facilitating this invaluable experience for your child.

Should you have any questions or concerns, or would like further information regarding this trip, please do not hesitate to contact me.

Yours faithfully,

**Mrs C Hernández**

Curriculum Leader of Spanish & Trip Leader

[chernandez@buckinghamschool.org](mailto:chernandez@buckinghamschool.org)

## PARENTAL AGREEMENT

### Work Experience Trip to Cadiz, Spain Saturday 3rd February - Saturday 10th February 2024

1. I understand that a booking is being made by The Buckingham School for my child with a Tour Operator. As a condition of this booking, the initial deposit is non-refundable if my child withdraws from the trip, or is removed from the trip by The Buckingham School. I understand that after the deposit has been paid, if my child withdraws for any reason, cancellation charges may be payable if The Buckingham School is unable to arrange for the place reserved for my child to be taken by another child.
2. I acknowledge that The Buckingham School, notwithstanding my approval by them of this application, shall be entitled to cancel this project at any time, in which case they shall be liable to refund to me any sums paid by me to them, but they shall not be liable to refund to me any expenses which I may otherwise incur.
3. If my child shall be prevented by an illness that was not pre-existing at the time of their application for the trip, evidenced by medical certificate, from taking the place reserved by him/her, The Buckingham School shall refund to me any sums recovered by them.
4. I hereby agree to reimburse The Buckingham School for all incurred expenses if my son/daughter has to be sent home from the trip for disciplinary reasons, including consuming alcohol. This will include the return air fare of an accompanying member of staff. I understand that any decisions relating to discipline are the sole prerogative of the party leader.
5. I acknowledge that The Buckingham School:
  - a) May at any time alter the venues, dates, mode of transport or accommodation due to unforeseen circumstances;
  - b) Have absolute discretion to exclude from the trip any student whose conduct and demeanor between the date of this undertaking and the commencement of the trip is unsatisfactory to such a degree that their presence might have a disruptive effect on general discipline. In this case, The Buckingham School shall only be liable to refund such monies as are recoverable from the Tour Operator according to the scale of the cancellation charges.
6. I agree to pay the non-refundable deposit of £260 via ParentMail, by the due date. I understand they may be refused a place on the trip on the grounds of unsatisfactory behaviour. This deposit must be paid by 8<sup>th</sup> January 2024.
7. I agree to pay the remaining balance as per the payment schedule, minus the deposit of £260 by 1<sup>st</sup> February 2024, if my child is allocated a place on the trip. I hereby agree that if I fail to pay the above-mentioned sums on or before the date due, The Buckingham School shall be entitled, at their discretion, to arrange for the place reserved for my child to be taken by another child and shall refund to me any sums paid by me to them, excluding the non-refundable deposit of £260. If the place is not so taken, I shall remain liable to pay The Buckingham School the sum due in accordance with my undertaking or forfeit my deposit and pay cancellation charges in accordance with the terms laid down by the Tour Operator.
8. I understand that the Tour Operator reserves the right to pass on any surcharges due to unfavourable changes in the currency rates, government action or increased fuel costs.
8. Students will be responsible for providing their own current passports (valid for at least 6 months after the date of travel) and European Health Insurance Cards (if still applicable) at the time of travel. These will be collected during the parent information evening in June 2022 (date to be confirmed).
9. I authorise Mrs C Hernandez to act on my behalf in making this booking and accept the booking conditions laid down by the Tour Operator.

**Please now click on the following link and complete the Parental Agreement Form to accept the terms of this Agreement: <https://forms.gle/jWQ3dD8nQhiR1iN67>**

**Please complete by 5pm on Friday 22<sup>nd</sup> December 2023.**

---

*The Buckingham School is concerned that every student should have the opportunity to attend school activities/obtain equipment, regardless of their financial circumstances. As such, it may be possible to subsidise those students who would otherwise be unable to attend trips/purchase items. Please feel free to write in confidence to [finance@buckinghamschool.org](mailto:finance@buckinghamschool.org), if you wish to seek assistance, or obtain more information about Pupil Premium funding.*