



Sandringham School

'Everybody can be Somebody'



The Ridgeway, St. Albans, Hertfordshire. AL4 9NX
Telephone: 01727 799560
Email: admin@sandringham.herts.sch.uk
Website: www.sandringham.herts.sch.uk

Headteacher: Alan Gray, M.Sc., F.R.S.A.
Deputy Headteacher: Caroline Creaby, BA, M.Ed., Ed.D.
Deputy Headteacher: Mark Nicholls, BA (Hons)

Letter No: 06/2022

Dear Parent/Carer/Student,

Year 11, 12 and 13 Computer Science Students Educational Visit to Silicon Valley and San Francisco Confirmation Letter

We are pleased to confirm that we have had sufficient interest in the Year 11, 12 and 13 Computer Science Educational Visit - Silicon Valley and San Francisco to make it viable to run. In receiving this letter, we confirm your child's place on the trip and have paid an initial deposit to our tour operator to secure their place.

The total cost of the trip is now confirmed at £1,990 per student, of which a balance of **£1,800** is currently outstanding. As we have now agreed final costs with the tour operator there will be no further price increases. The payment schedule for this balance is below:

£190 – Deposit paid
£600 – 21st September 2022
£600 – 30th November 2022
£600 – 20th January 2023

Please make your payments via Parentpay at the website www.parentpay.com.

It is imperative that payment deadlines for this trip are strictly adhered to so that the necessary payments can be made to the tour operator. If payments are not received by the instalment dates we would have no choice but to remove your child from the trip and/or be liable for any additional charges we incur. Please note that by accepting your child's place on this trip you are undertaking to make full payment by the given deadlines. Please also note that our tour operator Travelbound does not differ from other tour companies with regard to cancellations and cancellation fees will apply.

The school will follow all advice given by the Foreign and Commonwealth Office, Department for Education and our tour operators when it comes to overseas travel for school trips. The tours operators we use provide both ABTA and ATOL protection as part of our tour packages. In the event that the FCO advises "against all travel" to an area or region, then these policies provide protection to prevent any loss in case of necessary cancellation. The school holds travel insurance through the Department for Education Risk Protection Arrangement (RPA) which provides cover in case of travel disruption, medical issues and other emergencies. This insurance does not cover any personal items including money, phones, gadgets and clothing in case of loss, damage or theft. Should you decide to remove your child from any trip where travel is still advised then this will not be covered by insurance, ABTA or ATOL.



It is also important to check the validity of your child's passport in line with the entry requirements for the country in which the passport was issued. If your child will not be travelling on a British passport, you should check whether they require a visa to enter the USA. Please inform me via email if your child requires a visa so I can provide the support documentation you may require for the application. If your child will be travelling on a British Passport their passport must be valid for the duration of our stay in the USA and they will be exempt from applying for a visa and instead apply for an ESTA. More information for British passport holders can be found here - <https://www.gov.uk/foreign-travel-advice/usa/entry-requirements>.

I am also pleased to inform you that a parents/carers and students information evening for this trip will take place on **Wednesday 22nd February 2023** at **6:30pm** in the **Main Hall**. The information evening will provide you with final details surrounding the trip itinerary, discuss next steps in applying for an ESTA for travel to the USA, alongside other pertinent matters.

At this meeting we would ask for you to bring along your child's passport as we will be collecting these in to allow us to finalise administrative tasks. In order for you to have the details required to apply for your child's ESTA, we would ask for you to take a photo or photocopy of their passport. We will also be providing you with medical (OV7A) forms at the beginning of the evening, these are to be returned at a later stage.

Yours sincerely,

Mark Allday
Assistant Headteacher