Suggested Letter for Parents

*This is a sample letter which we believe will help you capture all the elements required to successfully promote your tour, and is supplied as a guide only.*

Dear (Parent/Guardian),

**Subject: Residential visit for Year x / Subject y**

We are pleased to be able to offer your child the exciting opportunity to take part in the following overseas residential trip:

|  |  |  |  |
| --- | --- | --- | --- |
| **Destination** |  | **Depart School** |  |
| **Country** |  | **Return to School** |  |
| **Cost Per Student** |  | **Mode of Travel** |  |

The tour price includes:

* Return travel from school
* A full daily programme of excursions and visits – (group leader - please remember to budget for the cost of the excursions as these may not be included in the tour cost)
* Accommodation and meals
* Fully comprehensive travel insurance (details available on request)

The only additional cost will be pocket money, passport and meals en-route.

We will be organising the trip through Select School Travel Ltd., a first class operator backed by ABTA membership and ATOL licensed, ensuring that all payments made are fully secure.

There are significant benefits to be had from an educational tour. Visiting key sites that tie in directly to the students’ studies really brings the subject into perspective and relates their classroom learning to real-life experiences within a different cultural environment.

If you would like your child to take part in the trip, please detach, complete and return the form below, together with an initial deposit of £....... by (insert deadline date here). Further payments will be required........... (we recommend that you present a detailed payment schedule at this stage). Please note that once deposits have been paid to Select School Travel these are non-refundable and terms and conditions will apply. Payment cards will be distributed with receipts, keeping a record of payments made and enabling you to pay in instalments if desired.

We will be holding a parents evening on xxx where you can find out more about the trip, a representative from the travel company will also be available to answer any questions you may have.

Please note that spaces are limited and allocated on a first come first served basis. We anticipate a strong demand for places so encourage a prompt response to avoid disappointment.

If you have any queries, please do not hesitate to contact me.

Yours sincerely/faithfully

Party Leader

** -----------------------------------------------------------------------------------------------------------------------**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **School Overseas Trip**  **Reply Slip** | | |
| **Destination** |  | | **Depart School** |  |
| **Country** |  | | **Return to School** |  |

Pupils name: .............................................................................................................................................

Name exactly as per passport (if different): ............................................................................................

Year and Tutor group: ..............................................................................................................................

I would like to reserve a place for my son/daughter on the Overseas trip to (destination) and enclose a deposit of £........

I understand that once deposits have been paid to Select School Travel they are non-refundable and that terms and conditions will apply.

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

Printed Name: ..........................................................

(Parent/guardian)

Please return to (Party Leader) by (date)