

**Sample Introductory Letter to Parents**

Dear parent/guardian,

We’re very pleased to inform you that the school is organising a ski trip to [destination] for year […] pupils, leaving on [date] for […] days.

The school ski trip is an exciting opportunity for students to experience a new sport, as well as a new culture, form friendships and create fantastic memories, which we hope they will look back on fondly for many years to come.

|  |  |
| --- | --- |
| Trip Details |  |
| Destination: | [Destination] |
| Dates: | [From date] – [to date] |
| Trip price: | [£…] |
| Tour inclusions: | [Transport e.g. return coach travel, flights, transfers etc.][Accommodation e.g. 6 nights HB/FB][Skiing lessons e.g. days/hours][Equipment hire e.g. skis, boots, helmet, poles][Activities e.g. ice skating, bowling] (this may be subject to change) |
| Recommended spending money: | [£…] |
| Supervision: | Supervision will be provided at a ratio of 1 adult to every […] students. |

**We have chosen to use Inspireski as our tour operator. They are a specialist school travel operator who has been trading for the past 15 years. Inspireski is a full ABTA member ensuring complete confidence.**

**Payment schedule:**

Deposit to secure place: [£200] to be received no later than [Date]

2nd deposit: [£] to be received no later than 12 weeks later

3rd deposit (£) to be received no later than 24 weeks later

Final Balance: [£] to be received no later than 10 weeks before departure

PLEASE NOTE:Cancellations are likely to incur charges due to the provider’s booking terms and conditions.

**What to do next:**

Please be aware that there are only a **limited number of places available** on the trip and places are being allocated on a first come, first served basis. If you would like your son/daughter/ward to participate, please complete the reply slip below and return this to [your name] with a cheque for the first deposit of [£…] no later than [date]. Cheques should be made payable to [payee].

Once all initial trip deposits have been received a parents’ evening will be arranged to provide further information on the trip. Please follow our Twitter feed [@...] for further updates on the trip.

Yours sincerely,

[your name]

Please complete the reply slip below and return it to: [your name/department]

I hereby give permission for my son/daughter/ward to attend the ski trip to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on: \_\_/\_\_/\_\_.

Name of child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class/year/tutor group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enclose £\_\_\_ and understand that this is a non-refundable deposit securing the place of the above named pupil. I will fully adhere to the above payment schedules.

I also confirm that the above named child has a valid passport, appropriate visa and an EHIC card.

Parent/guardian name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_