

3<sup>rd</sup> June 2019

Dear Parent or Carer

### CHATEAU DU BROUDEL 14 - 17<sup>TH</sup> FEBRUARY 2020

Thank you for your interest in the French trip we are running to the Château du Broutel and for the deposits paid. We can now confirm that your child has been given a place on this trip. This is the beginning of a long and hopefully happy relationship whereby we will be sending you lots of letters and you will be sending me lots of reply slips and money!!!

The final cost as it stands is £320 which includes travel, accommodation, entrance fees, most meals and insurance. We have been given a schedule of payments and it is important that we get money to the company when required. Please keep a detailed note of the following dates and payments due. We have given weekly slots for payments to make it easier for admin staff to collect the money in:

**April – First deposit - £150 - already paid- Thank you!**

**Second payment of £85: due week beginning 16/09/2019.**

**Third payment of £85: due week beginning 5/11/2019.**

The easiest way to pay is via the parent portal on our website. This allows you to make secure card payments (you can even pay in smaller increments if you wish, as long as the amount requested is met by each date) to us directly. A guide on how to set up your parent portal payment account can be found in the 'Parents' section of our school website. Alternatively you can pay by cheque. Cheques should be brought in an envelope with name, form and Chateau du Broutel 2020 written both on the back of the cheque and also on the outside of the envelope. Each cheque should be made payable to **Hungerhill School**. It should be handed in to the Finance Office at morning registrations between 8.35 – 8.50 am only. Do not hand in money at other times. From this point **DO NOT** bring money to Mme Magniez or Mrs Bamford. The finance office will complete a payment record which we will keep hold of. We will be sending you payment reminders in the future via the text messaging service to allow you to keep on top of payments and get cheques in on time.

One item that can be sorted out before the end of this academic year is to ensure that all pupils have their own individual passports (they cannot travel on their parent's passport). In order to travel pupils **must** have their own passport valid for the dates of travel and an EHIC insurance card also valid for the dates of travel. If applying online for the EHIC card make sure you use an official government website – this is free- you should not be charged for this. We also need to verify the nationality of each pupil. It may be, in light of Brexit, that some additional insurance / medical paperwork may be required by February of next year but at this stage we have no information about changes. If any changes do apply to our trip then we will let you know and deal with it as needed.

We also require both you and your child to sign our attached behaviour agreement. Can we remind you all that the payment of the deposit does not guarantee that your child will be joining us in France next year. Your child now has the responsibility of maintaining a high standard of both effort and behaviour within school and that any behavioural issues that occur between now and our departure date will be monitored and serious or ongoing incidents could result in your child's place being given to someone on our waiting list. The attached behaviour contract outlines our expectations and how we will deal with any negative behaviour incidents.



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We look forward to getting the first of many reply slips on time to Mrs Bamford in room 14 and will begin taking payments again in the next academic year.

Yours sincerely

**Mrs S Bamford**

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**To: Mrs Bamford – Room 14      To be returned by 24th June.**

Name of Pupil: ..... Form: .....

I understand that my son/daughter needs to have his/her own passport and EHIC valid for dates of travel: 14<sup>th</sup> -17<sup>th</sup> February 2020.

**Please tick the following in relation to the EHIC card:**

My son / daughter already has an EHIC card that is valid for the above dates

I will be requesting an EHIC card so that my son / daughter has a valid one for the above trip dates

**Please fill in the following details:**

Nationality of Child (eg British, Irish, US): ..... (this is very important)

Type of Passport held (eg British, Irish, US): .....

Tick here if your child does NOT currently hold a valid passport yet



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**Behaviour Contract**

**Please sign the behaviour agreement below:**

Please take the time to go over the following areas with your child so that they are aware of the expectations regarding behaviour and attitude to learning:

- Green behaviour issues- these in turn may not directly lead to removal from the trip but if your child was to accrue a high number of green behaviour issues within a short space of time we may need to investigate what issues are happening and why. This may result in a meeting regarding behaviour taking place and possible removal from the trip.
- Amber behaviour issues- these are given for persistent misbehaviour within a single lesson. Each amber behaviour incident that your child receives in the run up to the trip will be monitored and if amber warnings are being given regularly then this may result in a meeting regarding behaviour taking place and possible removal from the trip.
- Red behaviour issues- these more serious behaviour issues often lead to a fixed period spent within our isolation unit and/ or one hour after school period 7 detentions. If your child receives a red behaviour concern the matter will be investigated and each red issue will be considered on an individual basis. Endangering other pupils and acts of vandalism will be of particular concern to us along with defiance towards staff. If any red behaviour incidents occur after the signing of this contract then you will be called in each case to discuss the incident and removal from the trip will be seriously considered.
- Exclusions- If, for any reason, your child receives a fixed term exclusion between now and our departure date your child will be removed immediately from the trip regardless of circumstances.

Please detach the reply slip below and keep these guidelines for yourself. Please feel free use your Parent Portal log on to monitor your child’s behaviour for yourself and let us know if there are any concerns you have.

I / We understand that if our child’s behaviour causes the trip leaders, Mme Magniez or Mrs Bamford, or Head of Year Mr Hickin, to doubt their suitability for the Broutel trip 2020 due to behavioural concerns, they reserve the right to remove my child from the travel list and their place will be offered to another pupil on the waiting list. The removal of our child due to behaviour issues may also result in the loss of our deposit that has already been paid if the place cannot be filled by another pupil.

Child’s name:..... Child’s Form:.....

Signed: ..... Signed: .....  
(Parent/Carer) (Child’s signature)

Date: .....

**PLEASE RETURN THIS FORM BY MONDAY 24th June 2020 to Mrs Bamford in Room 14**



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