



## Looe Community Academy

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Headteacher: Mrs H R Jenkins BSc

Reference: SPG/RWA

11 January 2018

Dear Parent/Carer

### Explore Madrid – Challenge Week 2018

I would like to confirm receipt of your £100 deposit which secures your son or daughter's place on our trip to explore the city of Madrid. Due to fluctuating flight prices, the trip will now run from **Tuesday 17 to Saturday 21 July 2018**.

The balance of payment will be requested as follows:

£150 by Monday 29 January  
£170 by Monday 26 February  
£170 by Monday 26 March

Full payment must be sent to the tour operator by the end of March. You can make payments of any amount at any time via ParentPay or by cheque made payable to 'SMART - Looe Community Academy' which should be handed to Student Services in an envelope marked 'Explore Madrid 2018'.

You will be invited to a Parents' Information Evening approximately 6 weeks prior to departure. During the meeting, information on all aspects of the trip such as travel arrangements, itinerary, kit lists, accommodation, meals, medical issues, personal safety and general hints and tips will be shared. There will also be the opportunity to meet staff accompanying students on the trip. Parents, carers and students will be able to ask questions and discuss any matters of concern or interest they may have. A printed summary of information about the trip will be available to take home.

**As a reminder, your child will need a passport that is in date for 6 months beyond the date of the trip.**

In the meantime, if you have any concerns, questions or queries, please feel free to email me:  
[rwaters@looe.cornwall.sch.uk](mailto:rwaters@looe.cornwall.sch.uk)

Yours faithfully

**Mrs R Waters**  
**Teacher of MFL**  
**Activity Organiser**



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