

Wycombe High School

Headteacher: Mrs S N Cronie LLB (Hons)
Marlow Road High Wycombe
Buckinghamshire HP11 1TB
T: 01494 523961
F: 01494 510354
E: office@whs.bucks.sch.uk
www.whs.bucks.sch.uk

6 December 2011

Dear Parent

Music Tour to Krakow, Saturday 14 – Friday 20 July 2012

I am writing to confirm that the first non-refundable deposit for our Music Tour in July 2012 has been paid. There will be approximately 108 students travelling to Krakow, representing most year groups in the school. I look forward to working with your daughter over the next few months as we develop our programme for the three concerts we will perform.

Future Payments

The total cost of the tour is expected to be £595, which leaves a balance of £495 per student to be paid. As stated in our initial letter, please be aware that currency fluctuations could impact on the total cost. We would encourage you to pay using ParentPay (www.parentpay.com), our online payment system. You can make two instalment payments as follows:

1. £245 by **30 January** using payment service 'Music Tour to Krakow second instalment'
2. £250 by **2 April** using payment service 'Music Tour to Krakow final payment'.

Alternatively please send two post-dated cheques made payable to 'Wycombe High School Fund', in an envelope, to the Finance Office by **Thursday 12 January**; these will be processed on the relevant dates. Please date the cheques as follows:

1. A cheque for £245 dated **30 January 2012**
2. A cheque for £250 dated **2 April 2012**

Please write your daughter's name, tutor group, learning / year group and 'Music Tour to Krakow' on the back of the cheques and on the envelope.

I would also like to take this opportunity to remind you about passport and European Health Insurance Card (EHIC) requirements.

Passport

Your daughter must have her own passport. It must have six months to run from the date of our departure. If your daughter requires a new passport please allow plenty of time for her application to be processed and notify us of the new number and expiry date well in advance of our date of departure.

Please be aware that no refunds can be made if your daughter is unable to travel due to an irregularity with her passport.

Visa

If your daughter holds a non-EU passport she may require a visa. It is your responsibility to find out if this is necessary and to obtain one if required; the website www.ukpa.gov.uk is a useful source of information.

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European Health Card (EHIC)

An EHIC can be obtained by calling 0845 606 2030, by picking up an application form from the Post Office or via the website www.dh.gov.uk/en/Healthcare/Healthadvicefortravellers/index.htm. You should allow two weeks for an application to be processed.

Please return the attached reply slip to the Finance Office indicating whether you are paying by cheque or using ParentPay, and, if appropriate, providing renewed passport and / or EHIC application details.

Meeting for Parents and Students

Finally, we will be holding an Information Evening for parents and students on Tuesday 26 June at 7.00 pm in the Hall to provide more detailed information relating to our itinerary and for you to check / complete any pre-visit administration to ensure that we have accurate and up-to-date information for your daughter.

Advance Notice of Final Rehearsals

I should be grateful if you would put the following important rehearsal dates into your diaries. Full attendance at these rehearsals is essential.

Monday 9 July	All day rehearsal	Periods 1 – 5	Hall
Thursday 12 July	Final rehearsal	4.00 - 7.00 pm	Hall

In the meantime, if you have any questions concerning the visit please do not hesitate to contact me.

Yours sincerely



Mrs Sheila Cornall
Director of Music
Tour Leader

Music Tour to Krakow - July 2012

Name of Student: _____ Tutor Group: _____ Learning / Year Group: _____

I understand that the final cost of the Music Tour is expected to be £595

I will be making further payments via Parentpay. I understand payments must be received by 30 January and 2 April using the correct payment service.

or

I enclose 2 post-dated cheques as follows:-

- 1. £245 dated 30 January 2012
 - 2. £250 dated 2 April 2012
-

Parent's name: _____

Parent's signature: _____ Date: _____

ADDITIONAL INFORMATION

Music Tour to Krakow - July 2012

*Please complete below for **renewed** passport / EHIC applications only*

Passport No: _____ Expiry Date: _____

Country of Issue: _____ Nationality: _____

EHIC No: _____ Expiry Date: _____

Please return this reply slip to the Finance Office by Thursday 12 January