Dear Parent

We are thrilled to be proposing a school tour to \*\*\*\*\*\*\* for the \*\*\*\*\*\* students, to enhance their learning experiences within school.

**The Tour Facts:**

Depart School: Return to School:

Destination: Mode of Transport:

Purpose of the tour:

Tour cost per pupil (voluntary contribution):

What is included in that cost:

Payment Schedule: Deposit of £\*\*\*\* to be received by no later than \*\*\*\*\*\*

2nd Deposit £\*\*\*\* to be received by no later than\*\*\*\*\*\*

Balance of £\*\*\*\* to be received no later than \*\*\*\*\*\*

Recommended “spending” money:

**A little about WST - The Educational Travel Company we are choosing to travel with:**

With more than 325 years combined experience in the school travel industry, the team at WST really do understand what makes an exceptional educational visit. They work closely with me during the whole tour planning process to ensure every detail is covered and our learning objectives can be realised. WST also realise that pupils want to have fun on tour, so advise on the best “fun” activities to complement our tour plans.

Many of the team at WST are parents themselves and they fully understand, as a parent, the need to feel that your money is not only secure but also invested into an experience your child will treasure for many years. You will feel reassured in the fact that WST is fully ABTOT and ATOL bonded, plus a member of ABTA. They are members of the School Travel Forum which regulates safety and service standards, and have also been awarded the Learning Outside the Classroom quality badge.

Please do go and visit WST’s website for further information: [www.ngttravel.com/our-brands/wst/](http://www.ngttravel.com/our-brands/wst/)

**\*\*\*Insert School tour description and dates\*\*\***

I………………. give permission for………………………………… from class………. / Year…………. to travel on the above school tour.

I enclose £……. …… I understand this is a non-refundable deposit securing the above place/s and will fully adhere to the above payment schedules. Cheques made payable to \*\*School names or LEA\*\*

I can also confirm that the above named child/ren has the appropriate valid passport/visa /EHIC card and I give permission for this information to be shared with the tour operator for the purpose of confirming transport/accommodation/visits/any aspect of the trip that requires this information where necessary.

Name:……………………………………………….Signature:……………………………………………Date:………………