

November 2022

Dear Parent / Carer

**YEAR 12 & 13 TRIP TO SALAMANCA – Sunday 19 February to Friday 24 February 2023**

I am writing to request the next payment of £300.00 for your child's trip to Salamanca. Payment should be made by **Wednesday 7 December 2022** via your St Aidan's ParentPay account. Thank you if you have already made this payment.

The final price will be advised in January and payment will be due on Friday 27 January 2023.

As the flights are in the process of being booked, all payments are now non-refundable; you will be required to pay the full price of the trip if your child withdraws unless together, we can find a replacement student.

Our plan is to travel from Leeds Bradford Airport to Madrid via Amsterdam and I will be sending more information on the travel arrangements in January.

To continue with the planning of the trip, please email me a copy of your child's passport by **Monday 5 December 2022** as the airline requires this urgently for our group booking. Please type Salamanca passports in the subject line of your email. Thank you.

Could I ask you to check your child has an in-date EHIC/GHIC card and if not, please apply for one as soon as possible. I will be collecting these in early February 2023. Students will also be covered by our school travel insurance.

If you have any queries regarding the trip, please do not hesitate to contact me by email [t.mcdonald@staidans.co.uk](mailto:t.mcdonald@staidans.co.uk)

Regards



Tracey McDonald  
Trips Administrator