



26 May 2023

Dear Parent/Carer

## Normandy trip, Monday 18 – Friday 22 September 2023

Thank you for supporting this languages study trip. Second deposits are now overdue. Please see the payment schedule below. You can pay now for the whole trip (£515) or instalments towards the total as follows. If you need to check what amounts you have paid in so far, please login to your school scopay account.

Date to pay by	amount	Total left to pay after each instalment
January 2023	£100	£415
30 May	£200	£215
14 July	£150	£65
31 August	£65	£0

We have received some applications for a travel grant from GHEF already and we will be back in touch again with applicants' families after the trustees meeting. If your household is currently facing financial hardship, you can still contact us about applying for a travel grant for the Normandy trip (£200-£300) from the Gilbert Hannam Education Fund (GHEF). This local charity regularly helps MRC families pay for educational trips.

Parents' payments are being made via the online payment system using the following link: <https://www.scopay.com/midhurst?redirect=true>. If you require support with the online process please contact Hannah Clayton or Nicola Robson in our finance department at [Finance@mrc-academy.org](mailto:Finance@mrc-academy.org). If you do not have access to the internet please make cheques payable to 'Midhurst Rother College'.

**We have just over three months until departure. It is vital that all students have a passport valid until at least March 2024. You must check the passport now and apply for (a new) one in plenty of time. There can be delays at the Passport Office, as we often hear in the news, so apply now to avoid problems in September just before departure. Students' trips must be also paid for in line with the schedule above, as we must pay our travel company on time. As stated on the first letter, first deposits are not refundable. If you have changed your mind about your child coming on the trip, do let us know as soon as possible, so we can try to find a student to take your child's place.**

We look forward to travelling to Normandy with the students. We will hold an information evening at College in early September to go over our itinerary and travel arrangements in detail. Do contact me about any issues linked to the trip in the meantime ([cecile.charpentier@mrc-academy.org](mailto:cecile.charpentier@mrc-academy.org)).

Yours sincerely

Miss C Charpentier  
Head of MFL

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