

# Larbert High School

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## Falkirk Council

Education Services

Rector: Jon Reid

Dear Parent / Carer,

### S2 Residential Experience 17 – 19 May 2017 – 3 days / 2 nights

I am writing to provide you with some information about the 2017 S2 Residential Trip which is part of the school's Wider Experience Opportunities.

After a very successful residential trip in 2016 with the previous S2 year group, it was agreed that Larbert High would return to Liverpool this year. Pupils will travel to and from Liverpool by coach accompanied by Larbert High School staff. In Liverpool, pupils will stay in a hotel and meals will be included in the overall price of the trip. Pupils will be provided with lunch vouchers on both the second and third days during excursions. Pupils will have the chance to visit several local attractions around the Liverpool area which may include some of the following. **Please note – itinerary to be confirmed.**

*Liverpool / Everton football club Stadium Tour*

*Liverpool One Shopping Centre*

*Cinema / Bowling / Crazy Golf*

*Albert Docks and Liverpool Museum*

*Alton Towers*

*Chester Zoo*

The trip will depart on the morning of Wednesday 17 May and will return on the evening of Friday 19 May 2017. The cost of the trip includes two nights' accommodation, transport, meals and the activities as listed above.

**The cost of this year's trip is £200.** If you are interested in securing a place on the Liverpool Trip, please make a **£50 non-refundable deposit electronically** and **complete and return the tear off slip no later than Friday 28th October 2016**. This payment commits you to paying the balance of the trip costs to the Council. All aspects of this trip, including the price, are based on all confirmed pupils attending; therefore we cannot reimburse you for any monies paid unless the place on our trip can be filled by another pupil. If we cannot fill the place, you will also be liable to pay the outstanding balance of the trip if the school incurs costs as a result of your child's withdrawal. If a pupil cannot make the trip for medical reasons then the school will go through Falkirk Council's procedures for claiming on the insurance cover provided for school trips.

Unfortunately **no further places** will be allocated after the deposit deadline and places will be allocated on a first come basis due to limited availability. It is important to highlight at this time that pupils who have behaviour/ attendance concerns within school may not be permitted to attend trip.

Following the initial deposit payment there will be a further 2 payments required no later than the following dates:

**£75 Thursday 9<sup>th</sup> February 2017**  
**£75 Friday 31<sup>st</sup> March 2017**

The organising of rooming for the hotel will be arranged with pupils closer to the date of the trip.

If you require any further information at this stage, please do not hesitate to get in touch.

Yours sincerely,

Mr Anthony Greer  
Mrs Siobhan Heery



**Director of Children's Services – Robert Naylor**

Sealock House  
2 Inchyra Road, Grangemouth, FK3 9XB  
LP 3 Falkirk-2

T: (01324) 506600 F: (01324) 506601

[www.falkirk.gov.uk](http://www.falkirk.gov.uk)

## **Making an on-line payment for the S2 Residential 2017**

Parents/Carer and pupils can now make payments online by debit or credit card using the LHS Website. There is a link on the LHS website which takes them to the Falkirk Council website, where it is now set up for payments to be made to schools. Our link can be found on the LHS website down the left hand side.

1. Use the link from the LHS website to open the Falkirk Council Payment page.
2. Select and then **Miscellaneous Schools (Larbert High School)**
3. Choose the required payment from the drop down list (**School Events – S2 Residential**)
4. Complete the form and click continue (Fields marked with an \* must be completed)
5. At this point you will be given a summary of the payment added. You can **amend** or **remove** the payment you have entered, **add another payment** (by returning to payment menu) or continue to enter card details.
6. If you wish to **add another payment**, select **return to payment menu** and repeat steps 1-5. A summary of all your payments will be shown.
7. Enter your debit/credit card details in the relevant areas (Fields marked with an \* must be completed) and select **continue**. You will be able to confirm your details are correct at the next stage.
8. A payment summary will show you a list of all your payments, amounts, card details and email address. To confirm the payment click **make payments**.
9. The payment has now been sent and you can print a confirmation (if required) by clicking **select to print receipt**.



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**PLEASE RETURN THIS SLIP TO THE MAIN RECEPTION**

I would like to reserve my place on the S2 Residential Trip to Liverpool between the dates of 17 and 19 May 2017. I agree to abide by the above terms and conditions set out for the above trip.

**Name of Pupil** \_\_\_\_\_

**Form Class** \_\_\_\_\_

**Parental Signature** \_\_\_\_\_

**Contact phone number** \_\_\_\_\_

- I can confirm that I have paid the **£50 non-refundable deposit** via electronic system
- I will pay the **£50 non-refundable deposit** to Reception by Friday 28<sup>th</sup> October




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