

# MANOR

## CHURCH OF ENGLAND ACADEMY, YORK

Established 1812 • Principal: Mr Simon Barber, MA



05 September 2019

Dear Parents/Carers

I am delighted that your son/daughter has chosen to join us on our GCSE Geography study visit to the Bay of Naples in Italy, next March, and would like to thank you for your deposit of £125. I am writing to you today to provide you with the payment schedule for the remaining cost of the trip, and to ask for passport and EHIC information for your child.

The balance left to pay is £525 and we will be using the online ParentPay system to collect this. The system allows you to make your payments quickly and securely and to track them online. If you have any problems logging onto ParentPay at all, please contact us at school and the finance office can either send out your login information again, or reset your password.

You can make your payments in any amount that you like of £50 or more at a time, and on dates which suit you best, but we require the following amounts to have been paid by the dates indicated below, in order to make our payments to the travel company:

1. £175 by Friday 27 September 2019
2. £175 by Friday 22 November 2019
3. £175 by Friday 20 December 2019

The flights have now been booked with the airline and I will soon be required to provide accurate passport information for everyone going on the trip, to our travel operator, NST. This information will allow NST to go ahead and register your child for their individual flight ticket, which must be done in December. It is therefore of paramount importance that all students have a valid passport, which will still be valid for one month after our trip (i.e. still valid until at least the end of April 2020). Please do check that this is the case. They will also require a valid European Health Insurance Card (EHIC).

The passport information that I am required to provide to NST includes your child's full name, date of birth, passport number, where the passport was issued etc. In order for me to collate this information in time for NST's deadline, I therefore require a copy of the photograph page of your child's valid passport by **Friday 22 November 2019**. I also require a copy of the front of their EHIC card. There are two ways that this can be done:

Church of England Academy  
Millfield Lane, Nether Poppleton, York YO26 6PA  
Tel: 01904 798722 Fax: 01904 782902  
Email: [admin@manorceacademy.org](mailto:admin@manorceacademy.org)  
[www.manorceacademy.org](http://www.manorceacademy.org)



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1. Scan or take a photograph of the valid photo page and EHIC and email them to me at [s.rescorle@manorceacademy.org](mailto:s.rescorle@manorceacademy.org) or alternatively, your child could bring this to me on a memory stick and I will copy the file.
2. Send the passport and EHIC into school with your child who can bring them to me, I will take a copy of them, and then your child can take them home again on the same day.

Please be assured that this information will be securely stored in school, and only used for the purpose of confirming your child has a valid passport and EHIC, and for registering them with the airline for their individual flight ticket.

I thank you in advance for your support of the trip and cooperation in meeting the payment deadlines and providing the required information. If you have any questions about the trip or the ParentPay system, please do not hesitate to contact one of us at school or refer to the charging and remissions policy on the school website

Kind regards

**Mr Sean Rescorle**  
**Trip leader**