

Cardinal Pole Catholic School

205 Morning Lane, London E9 6LG
P 020 8985 5150 www.cardinalpole.co.uk

«Parental_addressee»
«AddressBlock»

21st January 2014

Dear «Parental_Salutation»,

SIXTH-FORM PILGRIMAGE TO ROME - Thursday 26th June to Monday 30th June 2014

«STUDENT»

I am writing to update you on the current arrangements for the Sixth-form Pilgrimage to Rome. You will find below a provisional itinerary, the passport details that I have for «Forename», and the arrangements for the second deposit.

PROVISIONAL ITINERARY

Day 1 – Thursday 26th June 2014

Coach to leave the school by 06.15hrs for our flight at Gatwick Airport at 09:15hrs. A WST Agent will meet our group on arrival to the airport and assist with our check in. Upon arrival at Rome Fiumicino Airport at 12:45hrs, a coach will meet the group and proceed to Hotel Marino. After lunch, the afternoon will be free for orientation and the evening meal will be provided at a local restaurant. (Please remember that pupils will have to purchase their own lunch for the duration of the Pilgrimage).

Day 2 – Friday 27th June 2014

Breakfast will provided at the hotel. In the morning, we shall enlist the services of an English speaking guide for 4 hours to accompany the group on a visit to the Vatican City to include Saint Peter's Basilica, the Vatican Museum and the Sistine Chapel (headphones included). After lunch, we shall visit the Venerable English College and the British Embassy to the Holy See, Britain's oldest embassy. An evening meal will be provided at a local restaurant.

Day 3 – Saturday 28th June 2014

Breakfast will provided at the hotel. We shall take a day trip to Assisi, the home of Saint Francis of Assisi, one of the School's Learning Community Saints. Upon arrival back to Rome, an evening meal will be provided at a local restaurant.



Day 4 – Sunday 29th June 2014

Breakfast will be provided at the hotel. To celebrate the Feast of Saints Peter and Paul, we shall attend Mass with the Holy Father, Pope Francis, at Saint Peter's Basilica. After lunch, free time will be given to Sixth-formers and an evening meal will be provided at the Hard Rock Café.

Day 5 – Monday 30th June 2014

Breakfast will be provided at the hotel. We will check-out after breakfast. A luggage room will be available for use by the group until our departure for the Airport. In the morning, we shall enlist the services of an English or an English speaking guide for 4 hours to accompany the group on a visit to the Colosseum, Roman Forum and Palatine Hill (to include headphones). After lunch, sixth-formers will pack their bags and clear their rooms, and free time will be given until 15:30hrs. At 16:00hrs, a coach will arrive to collect our group from Hotel Marino and transfer us to Rome Fiumicino Airport. We shall check in at 17:05hrs for 19:05hrs flight, arrival in London Gatwick airport at 20:35hrs. A coach will collect us and we shall arrive at Cardinal Pole at approximately 22:00hrs. Please confirm on the form at the end of this letter whether you will pick «Forename» up at Cardinal Pole or consent to «Forename» making «HIS» own way home.

PASSPORT DETAILS

Please find the passport details that I have for «Forename». If there are any errors or blanks, I would ask that you correct this on the form at the end of this letter. It is essential that these details are accurate. I would ask you to ensure that the Forename, Surname, Passport Number, Expiry Date and Nationality provided exactly match «Forename»'s passport. In addition, any non-British Passport holders need to check with their own embassy for validity and any additional visas required for them to be able to travel. Unfortunately, if this is not completed by Friday, 21st March 2014, British Airways will not allow «Forename» to travel and you will not be entitled to any refund.

Forename	Surname	Passport Number	Expiry Date	Nationality
«Forename»	«Surname»	«Passport»	«Expiry»	«Nationality»

SECOND DEPOSIT

Please can I now ask you to pay the second deposit of £125 by Friday 7th February 2014. Cheques are to be made payable to: **CARDINAL POLE CATHOLIC SCHOOL** and on the back of the cheque please write your son/daughter's name and form. Alternatively, you may pay the second deposit in cash. All money should be given directly to the School Office, who can provide a receipt.

Finally, please do not hesitate to contact me should you have any further questions, my e-mail is JohnMcAleer@cardinalpole.co.uk.

With my kindest regards,

Yours sincerely,



Mr J. McAleer

Department of Religious Education

CARDINAL POLE CATHOLIC SCHOOL

To be returned to the School Office by Friday, 21st March 2014.

PASSPORT DETAILS

Forename	Surname	Passport Number	Expiry Date	Nationality
«Forename»	«Surname»	«Passport»	«Expiry»	«Nationality»

CORRECTIONS / AMENDMENTS

Forename	Surname	Passport Number	Expiry Date	Nationality

Monday 30th June 2014

I will pick «Forename» up at Cardinal Pole at 22:00hrs.

I give permission for «Forename» to make «HIS» own way home.

Parental Consent:

Date: