

# Glenlola Collegiate School

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March 2020

Dear parents,

In light of the current Covid-19 outbreak I am writing to you to update you on the progress of the trip to Berlin in October 2020.

Firstly, our trip is 7 months away and as the current situation is changing at such a fast pace and on a daily basis it is very hard to predict where we will be by October. However, I have been in contact with the travel company, NST Ltd, and was informed of the following:

***"...as your trip is not until October we would currently hope that everything will be going ahead as planned. If when the time comes to travel and there is a Department of Foreign Affairs/Foreign Office advise of no non-essential travel to Germany, your group will be entitled to a full refund of all monies paid. If there is no advice to not travel, and any one decides to cancel off the trip, normal cancellation charges would apply."***

Consequently, we are expecting to travel in October and subsequent instalments will be due as stated in the initial information letter.

Payment (£)	Date expected
50 [Deposit]	14th February
100	1st April
100	1st May
100	1st June
100	1st July
125	1st September

Please be aware that if you make any further payments and choose to withdraw your child you may lose money paid. However, an exception to this may be, if there is a change in personal circumstances such as the inability to continue payments due to job loss as a result of the Corona virus. Therefore, if you have taken the decision that your child should no longer take part in this trip and will not be making the future online payments could you please email me to inform me of this as I will have a record if required by the travel company. Email address: [jmcmillan164@c2ken.net](mailto:jmcmillan164@c2ken.net)

I will be in touch again if the situation changes between now and our departure date.

Jenny McMillan  
[Head of History and Politics]