



Wednesday 7th May 2025

Dear Parent(s) Guardian(s),

As informed by message last week I am delighted to confirm that the cultural trip to Rome will take place in February 2026. As outlined in the message, a payment fee of €100 has been added to your son/daughters VS Ware account. Payment of this fee will secure your son/daughter's place by Friday 9th of May. This payment to the school will cover the cost of transport to and from the airport, administration and other school-based logistical costs around the trip.

Payments for the trip (Flights, accommodation, tours, etc.) need to be made directly to the travel company. The total payment due to the travel company is €669. Please see attached the agreed payment schedule and details for making payments online to the school tour company. Please note the initial deposit of €200 is due by the 23rd of May 2025.

Your son/daughter will require a passport and a European Health Insurance card. If they do not already have this, it is advisable to apply for these as soon as possible.

Payment will only be accepted if your son/daughter has already paid their initial deposit for Transition Year activities for the incoming year. The full fee for Transition Year activities must be paid before your son/daughter is permitted to travel to Rome

As with any school trip the school rules will apply, and all students are required to comply with the school's code of positive behaviour and the school's Policy relating to Cultural & Educational Trips/Tours. We look forward to working with your son/daughter this year, we will contact you shortly with further details regarding our upcoming trip.

Yours sincerely,

Principal

Paul Fogarty

Tour Coordinator

Geraldine Griffin



Online Payment Information

Tour Booking ID	2003715		
Group Leader	Geraldine Griffin		
Destination	Rome		
First Deposit	€200.00	Due By:	23/May/2025
Second Deposit	€100.00	Due By:	29/Aug/2025
Final Balance	€369.00	Due By:	28/Nov/2025

Once an account has been set up, you can make further payments at any stage for any amount, as long as the above dates are adhered to.

We are organising this tour on behalf of the school and to facilitate the directive that all payments must be made directly to the agency. Please see below:

HOW TO PAY ONLINE:

Go to our website: www.schooltour.ie

Select 'Payments' from the options at the top of the page.

Enter the details of the person travelling along with the booking and destination exactly as above and pay using your debit/credit card.

Please ensure you fill in all details correctly to ensure your payment is allocated correctly.

You will receive an email receipt, please keep this for your records.

Payment terms & conditions:

- **The first deposit instalment confirms your place on the tour. By paying this you are agreeing to these terms and conditions.**
- **All deposits are non-refundable (once airline seats are booked). Cancellation charges: 29-56 days before departure - 80% of tour price. 28 days or less – 100% of tour price. Cancellation is effective only once we have been advised by the group leader.**
- **If this payment schedule is not adhered to then your child's place on the tour will be in jeopardy.**
- **If you would like to cancel your place, please inform the group leader as we will only accept cancellations in writing from them. You will still be liable for applicable cancellation penalties.**

Please contact the group leader and not The School Tour Company with any queries that you may have regarding the tour. Due to GDPR regulations we are limited in the amount of information we can give you.