

GEOGRAPHY FIELD COURSE:

Iceland

19th - 22th July 2023

Dear Parent/Guardian,

Thank you for your initial payment of £100 to secure your son's place on our upcoming Iceland Trip. I am pleased to report that as of 8th December, we have made the initial flight and hotel reservations.

Trip Administration

To make the processes as straightforward as possible moving forward, I would like to conduct something of an information grab from you at this stage of the trip cycle to remove the requirement for significant email traffic seeking separate travel documents and medical information.

The questionnaire below will take around 15 minutes to complete. Before starting, you will require your son's passport, some basic dietary and medical information and the contact details of a secondary point of contact. Additionally, can I ask that the form is not completed if your son has less than three months on his passport on the day of departure, 19th July 2023, and a new passport is organised before completing the form.

[Iceland Trip 2023 Travel and Medical Form](#)

Passport

In the unlikely event that your son's passport goes missing on the trip, my colleagues and I will carry copies to make the issuing of emergency travel documents straightforward. Can I ask for your help following these instructions to submit an electronic copy?

1. Take a clear colour photo of your son's passport.
It is essential that the passport number and your son's name are visible.
2. Attach this photo as an attached file (preferably pdf/jpeg or any commonly used and accessible Microsoft Office format) to an email addressed to d.hodder@vcj.sch.je
3. Title the email message in all caps: ICELANDPASSPORTSURNAMEINITIAL
Example ICELANDPASSPORTBLOGGSJ
4. Send to d.hodder@vcj.sch.je

This will automatically route into a folder within my system and allow us to have an electronic record of all the pupil's passports.

Payment

The all-inclusive cost, based on attendance, is £1450; having paid £100, the remaining balance of £1350 is payable as a single sum or three instalments of £450.

£450 – Due by Monday 9th January

£450 – Due Monday by 6th March

£450 – Due by Wednesday 10th May

Payment can be made to:

HSBC

Victoria College School Fund

Account Number: 31237632

Sort 40-25-34

Reference: Student surname Ice (e.g. BloggsIce)

Can I respectfully ask that automatic scheduled payments are arranged if possible? I am aware this is a very delicate time to be making such a request; however, missed payment deadlines will have a knock-on impact on our ability to book elements of the trip with our travel agent, and I want to try and avoid this as much as possible.

FAQ's

I have created a private website <https://www.victoriacollege.je/iceland2023> on which I will publish all letters and endeavour to run an updated FAQ page. Please feel free to bookmark this page, and I will post answers to any common questions which might arise to save on repetition.

If you have any questions, please do not hesitate to contact me d.hodder@vcj.sch.je

I will be in contact again early in the New Year.

Regards,

Daniel Hodder – Head of Geography