

## SAMPLE LETTER TO PARENTS

Dear Parent or Guardian,

\_\_\_\_\_ High School is planning a language and cultural tour to \_\_\_\_\_ during the (Spring/Easter break in 200\_\_\_. We have chosen an excursion to \_\_\_\_\_, which includes guided tours and visits to places both of interest and educational value. The teacher chaperones and group leaders on the tour will be \_\_\_\_\_ and \_\_\_\_\_. The travel arrangements are being handled by WORLD CLASS TOURS LTD.

Attached is a day-to-day itinerary with information on the cost of the tour and all that is included in that cost. Students who are interested are asked to complete the Student Booking Form and return it to \_\_\_\_\_ together with a \$300.00 non-refundable deposit by \_\_\_\_\_. If the itinerary states that insurance has not been included in the tour cost, the premium must be submitted with the deposit as well.

Parents will have the opportunity to meet with the teacher(s)/group leader(s) at a parent information meeting this fall. Meetings will be arranged to familiarize the students with places they will be visiting so they can enjoy and appreciate the tour to the fullest. Other information such as medical forms, packing lists and hints on how to spend free time will also be dealt with during these meetings.

In the meantime, if you have questions or require further information, please phone \_\_\_\_\_ (or: please come to a meeting at the school on \_\_\_\_\_).

Yours truly,

\_\_\_\_\_ School