

Headteacher**MRS. M. MARTIN** BA, PGCE

Telephone 020 8654 6228

Fax (Confidential) 020 8656 6485

Fax (General) 020 8654 4550



Coloma Convent Girls' School

Upper Shirley Road

CROYDON

CR9 5AS

www.coloma.croydon.sch.uk30th September 2016

Dear Parents,

HCPT Pilgrimage to Lourdes – Easter 2017

Your daughter has expressed an interest in participating in a pilgrimage to Lourdes with HCPT (Hosanna House and Children's Pilgrimage Trust) during Easter week 2017. The dates for the pilgrimage are **Friday 14th April (Good Friday) to Friday 21st April 2017**.

The parental contribution will be in the region of £550. This includes all travel costs, seven nights hotel accommodation with full board, a day excursion to Gavarnie, insurance and a sweatshirt. I am still awaiting confirmation of the accommodation costs from the HCPT, so this figure may change. Girls are expected to organise and participate in fund-raising events in order to reduce the amount of the parental contribution.

Provisional travel arrangements:

- Friday 14th April 2017 meet at Heathrow Airport at 11.30 am and fly to Toulouse. Coach transfer to the Hotel Estival Arriel in Lourdes, arriving at approximately 7.30pm on Friday evening (local times).
- Departure from the Hotel Estival Friday 21st April at approximately 7am, transfer to Toulouse airport, fly back to Heathrow arriving at approximately 12.15 on Friday afternoon.

Please note: These arrangements are subject to alteration.

Other details:

Your daughter must hold a valid passport with at least six months left before the expiry date and a valid European Health Insurance Card (EHIC). Non EU passport holders may be required to obtain a visa. All members of the group will be subject to a DBS enhanced check. This is a requirement of HCPT and no girl will be allowed to travel without having had this check. This will be arranged by the school via HCPT.

Participants in the pilgrimage will have a varied and flexible programme including helping in family groups or with the Lourdes Hospitalité, wherever there is a need. When working with groups, girls will be under the supervision of an experienced group leader and, therefore, will not be under the direct supervision of the Coloma staff. Coloma staff will, however, be responsible overall for the conduct of each girl and so, naturally, the highest standards of cooperation and behaviour are expected at all times.

As girls will be working for part of the time with vulnerable young people, they are required to follow the selection process detailed below. For the same reason, there will be a series of

preparation meetings for the pilgrimage which will be held during the spring term; they will be after school on a Tuesday. There will also be one full day at school on a Sunday. **All of these preparation meetings are a requirement of HCPT and so are compulsory in order to be able to participate in this pilgrimage.** The meetings schedule is attached to this letter, please check the dates and sign to confirm that your daughter will be able to attend every session, including the Sunday. I am enclosing an extra copy for you!

The selection process:

This Pilgrimage is open to any member of the Sixth Form who is sympathetic to the nature, ethos and service inherent within this Christian pilgrimage.

- **Completion and return of the application form by the deadline**

Please note that attention to detail is important and an indication of your daughter's commitment to this pilgrimage; an incomplete or incorrectly completed form will affect the success of your daughter's application.

Applications submitted after the closing date will not be accepted, unless there is an exceptional reason and an extension has been negotiated with me in advance.

- **Names and addresses of two referees**

- The first referee named must be: Mrs Maureen Martin, Headteacher
- Your daughter must ask her other referee if they are willing to complete a reference for her before she submits her form;
- This referee cannot be a family member;
- If your daughter has not worked with children before, then her referee must be someone who can vouch for her good character and conduct.
Girls who came to Coloma in the Sixth Form should nominate their former Head of Year or Form Tutor or Priest or Minister as their second referee;
- References will be taken up for all members of the group.

- **Letter of application**

The letter of application must include your daughter's reasons for wishing to participate in this pilgrimage and how she feels she will be able to make a positive contribution to the pilgrimage

- **Parental consent**

Parents must sign the form from Coloma giving their consent for their daughter to participate in the Pilgrimage

- **Deposit**

A cheque for £125, made payable to **HCPT N.B. NOT to Coloma**, must be enclosed with the application form. You will be notified of the dates for future payments. If your daughter's application is unsuccessful, the deposit will be returned to you. Please note that payments cannot be made in cash.

- **Interview**

All applicants are required by HCPT to attend an interview as part of the application process; the interview will take place in school. This forms part of HCPT's safeguarding procedures.

- **DBS**

Your daughter will be required to obtain a DBS check. She will not be able participate in the pilgrimage without the disclosure.

After consultation with Mrs Collins, Head of Sixth Form. Students will be informed as soon as possible whether they have been successful in securing a place.

The Headteacher reserves the right to make a final decision regarding participation in the pilgrimage to ensure that all students representing Coloma fully understand, and adhere to the Coloma Code of Conduct.

To summarise, the selection criteria will include:

- Parental consent;
- Correct completion of the application form by the deadline;
- Excellent record of punctuality and attendance at school;
- Being fully up to date with academic work;
- Good conduct and positive attitude;
- Adherence to the Coloma Code of Conduct and Sixth Form Learning Contract;
- Contribution to the life of Coloma/previous school;
- Commitment to her faith as shown for example by attendance and participation in religious or parish based activities;
- The letter of application;
- Completion of the application process;
- A successful DBS check;
- Acceptance by the pilgrimage organisers and HCPT.

If your daughter wishes to apply to participate in this pilgrimage, she must collect an application pack from the Pastoral Office. These will be available from Monday 3rd October. She must complete the registration form, the safer recruitment form, Coloma parental consent form and her personal letter of application and return it to me personally in the **Pastoral Office**, with a deposit of £125 by:
4pm on Monday 10th October 2016.

Yours sincerely,

Mrs D Geoghegan
Pastoral Manager
Coloma HCPT CSG 703 Group Leader