



HELPING OTHERS
TO BE THE BEST
THEY CAN BE

5 February 2015

RE: TANZANIA EXPEDITION

Dear Parents,

As the departure date draws closer, I hope all your Tanzania preparations are going well. Thank you to all those of you have been supporting our fundraising events over the last few weeks. Your efforts are greatly appreciated. I can now confirm that the cost of the second payment is RMB5200. This includes the remaining balance for the flights, the cost of obtaining the visas and the group insurance cover for the trip.

Please make this payment by Friday 13 February (last day of term). The payment can be made in two ways.

1. In cash or by card at the uniform shop in the primary school. Please clearly indicate what the money is for (Tanzania expedition) and the name of the student.
2. By bank transfer to the account detailed below. Please write the payment reference as Tanzania/Full name of student.

For RMB:

Account Name: 上海英国学校

A/C NO.: 31001628616050003155

Bank Name: China Construction Bank, Shanghai Huacao Sub-branch(建设银行华漕支行)

Bank Address: No. 492-500, Jinfeng Road, Huacao, Minhang, Shanghai 201107

For RMB or USD:

Account Name: The British International School, Shanghai (上海英国学校)

A/C NO.: 404294-15836000001

Bank Name: ANZ Bank Shanghai Branch (澳新银行上海分行)

Swift Code: ANZBCNSH

Bank Address: 12F, Mirae Asset Tower, 166 Lujiazui Ring Road Shanghai 200120

I would like to set up a communication tree for relaying messages to you when we are in Tanzania. This will act as both a way of relaying notification messages such as "Arrived safe, all well" and be a system in place in case of an emergency. If you would not like your contact details to be shared please could you let me know by email, otherwise I will assume that you are happy for me to share this information with all the other parents of children on the trip.



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I also need to ask that you return the three forms (media consent form, personal consent form and declaration) as soon as possible, no later than next Wednesday 11 February.

In addition to this I also need to scan a copy everyone's yellow fever vaccination certificate. Please send these into school for this to be done before the Chinese New Year holiday.

There will be a final information evening on Monday 23 February in the secondary auditorium. This is just to go over any last minute changes, reminders about what to pack and an opportunity for you to ask us any questions you may have prior to departure.

The group insurance for the trip is with AIG and is a very comprehensive policy. For the purpose of obtaining the insurance I need you to fill in the table below and return to me as soon as possible, no later than next Wednesday 11 February. If you have your own insurance (through work or personal) that covers your child it would be useful to have a copy of the insurance card. Please send this in and clearly indicate the name of the child which is covered by the policy.

I appreciate that this is a long list of asks... so here is a checklist!

1. Payment of second instalment by Friday 13 February.
2. Return three forms ASAP, no later than Wednesday 11 February.
3. Return details needed for insurance ASAP, no later than Wednesday 11 February.
4. Copy of insurance card in before Friday 13th February.
5. Send in vaccination booklet for scanning before Friday 13 February.
6. Final information evening on the Monday 23 February in the secondary auditorium.

Once again thank you for your support in making this trip happen. Have a great time over Chinese New Year.

Kind regards,

Matthew Hill

THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai



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Insurance details slip

Please fill in this slip and return as soon as possible in a sealed envelope addressed to Mr Hill, Tanzania Expedition in room 310.

Student Name	Student Passport Number	Beneficiary (Parent name)	Parent Passport / ID Number	Relationship to Student	Signature