



Headteacher: **Mr J Grant**
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November 2013

Dear Parent/Carer

French Study Visit to Paris from 18th October to 22nd October 2014

We were delighted by the positive response regarding the study visit to Paris and have expanded it to take all those who brought in the initial deposit and reply slip. Unless you have contacted us to make other arrangements, may I remind you that the second payment of £100 is due by Monday 2nd December.

If there is any problem making this payment can I ask you to let me know in the strictest confidence. Please complete the reply slip below and return it to Mrs Baldwin in the finance office, clearly marked French study visit, Paris and your child's name on the back of the cheque if paying by this method.

The final payment of £255 is due by Monday 28th April 2014.

Please do not hesitate to contact me for any further information.

Yours sincerely

Mr I Green
Teacher of Modern Foreign Languages
igreen10@wsgfl.co.uk

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To Mrs Baldwin in the finance office

Childs name

Form

I enclose a cheque for £100 made payable to Sackville School/I have made an online payment (please delete as appropriate). This is the second instalment for the French study visit to Paris in October 2014.

Signed Parent/Carer

Date

