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November 2013

Dear Parent/Carer

Educational Visit to Madrid, Spain
Saturday 21st June – Wednesday 25th June 2014

Thank you so much for forwarding the £125 initial deposit which has secured your child's place on the study visit to Madrid in June. Our flights have now been secured with easyJet and details will follow shortly.

URGENT! Payment schedule and flights

We are delighted to hold the price at £490. We would be grateful if you could forward us your next instalment as per the payment schedule if you have not already done so. Here is a reminder of the payment schedule

Friday 15th November 2013 - £150
Friday 24th January 2014 - £150
Friday 28th March 2014 - £65

Without this November payment, I am unable to pay our travel company; our travel company is still awaiting full payment for our flights. I also need to make some advance bookings for trips and visits – we will have better discounts if we are able to book now.

Passport

We urgently require BY RETURN a photocopy of the back page of your child's passport if you have not already given this to me. Please return this to me or Mr Green. If your child does not have a passport yet, please could you ensure you apply for one well in advance. Application forms are available from the Post Office.

Cheques and paperwork can be delivered either direct to the finance office or payment can be made online.

Itinerary and meeting date

I will be writing to you shortly with details of our itinerary in Madrid. In addition to this, we will hold a meeting at the beginning of the summer term to finalise trip arrangements.

Thank you for your help and understanding in meeting this 15th November deadline for the £150 payment.

Yours sincerely

Mrs H Valentine
Visit Leader

