



Headteacher: **Mr J Grant**

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June 2015

Dear Parent/Carer

**Work Experience Study Week to Hamburg, Germany
Saturday 16th January – Wednesday 22nd January 2016 (year 13)**

Thank you for forwarding the £125 initial deposit which has secured your child's place on our work experience visit to Hamburg, including a cultural day visit by intercity train from Hamburg to Berlin.

Payment schedule

We are fortunate enough to be in receipt of a grant subsidising the visit from the Anglo German partnership. As I stated in my previous letter, I do not anticipate costs to be above £300 but as yet am unable to finalise the exact cost to the student. However in order to secure early booking discounts, we need to make some firm arrangements for visits and trips whilst in Germany through our travel company. I therefore need to ask for a further £50 this term. Please could you note the following deadline for a further payment:

Friday 3rd July 2015: £50

I apologise for the short notice of this deadline. Without this £50, I am unable proceed with firm bookings.

The remaining balance can be paid in instalments – later this term I will issue details of the balance amount and dates.

If there is a problem with this schedule or should you wish to discuss it, please contact me or Mr Whitehead in confidence. (hvalentine@wsgfl.org.uk or dwhitehead@wsgfl.org.uk)

Thank you for your help and understanding.

Yours sincerely

Mrs H Valentine
Deputy Head of Sixth Form/MFL teacher

