



Headteacher: **Mr J Grant**
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February 2015

Dear Parent/Carer

Year 9 Educational Trip to Paris

Thank you for forwarding your deposits. I can confirm that a place has been reserved for your child and we look forward to taking them on the trip in October.

Passport information

If you have not already done so, please let Mr Thompson know as soon as possible if your child has a **valid UK** passport. This information is needed urgently, so that visas etc can be applied for, if necessary.

Parents' consent form

Thank you also for the completed consent form. If you have not already done so, please can Mr Thompson have this as a matter of urgency as the information is needed by our tour operator. Spare copies of this form can be found on the school website.

Payments schedule

For your information only, please ensure that the following payment schedule is adhered to. We are required by our tour operator to have met certain payments at particular times. Payments may be made online or by cheque via Mrs Baldwin in the finance office.

DEPOSIT	£70	Friday 6th February
1	£70	Friday 6th March
2	£60	Monday 13th April
3	£60	Friday 8th May
4	£60	Friday 5th June
5	£60	Friday 3rd July
6	£60	Friday 4th September

These payments can be made earlier or as one payment if you so wish.

NB Payments for the trip are to be handed in to the finance office in an envelope marked 'FAO Mrs Baldwin' and with your child's name and form. Passport information and consent forms go directly to Mr Thompson. Please use a sealed envelope.

Thank you for your help.

Yours sincerely

Mr I Green
Trip Organiser

Mr C Thompson
Leader of KS3 MFL

