



School trip to PGL, Chateau de Tetre, France 11-15th June 2018

Dear Parents/Carers,

I am delighted that you have indicated that you would like your child to take part in the residential trip to France with PGL in June 2018 and paid an initial deposit of £10 which registered your interest. I now need to confirm exact numbers and pay an additional deposit of £50 to secure your child's place with PGL.

This payment of £50 needs to be made by the first day of the Summer term, **Tuesday 18th April 2017**.

Please make your payment via ParentPay using your previously provided login. Your child's name has been added to France 2018. If you need a reminder of your login details please ask at the school office.

Payment schedule

The total cost of the trip is £300 and this amount needs to be paid in full by February half-term 2018. In order for us to meet staged payment dates to PGL we need you to make payments in the following instalments:

- £50 payment by 18th April 2017 as requested above
- £50 payment by 26th May 2017
- £50 payment by 7th July 2017
- £50 payment by 20th October 2017
- £50 payment by 15th December 2017
- £40 payment by 16th February 2018

This equals a total of £300, which includes your initial £10 payment. We will send out reminders about each payment as they are due. Of course, if you wish, you can pay sooner than the payment dates. You can check your account balance at any time by logging into our ParentPay account.

Please note that all payments are non-refundable. This is because staged payments are sent to PGL and cannot be refunded from them.

Should you find that your child can no longer take part in the trip please come and discuss it with me and we will make every effort to find a replacement child which may then allow your costs to be reimbursed. If you have any questions, please contact me.

Yours faithfully

Derek Coghill
French Trip Co-ordinator

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Please complete and return to school by **Tuesday 18th April 2017**

I have read and understood the details of the attached letter.

I give my permission for..... (print child's name) Class.....

To take part in the school trip to PGL, Chateau du Tere, France 11th – 15th June 2018

I agree to a payment of £300 which I understand is non-refundable.

Please note that places will not be allocated to any pupils whose accounts are in debt to the school for any services such as Breakfast, After School Club, School meals and Music. All debts must be cleared in full if you wish your child to attend this trip, must remain in credit for any services you are using and all payments for the trip must be made promptly and on time.

As per Federation policy, your place may be withdrawn from any service if you do not remain in credit.

Name of parent/guardian (please print).....

Signature of parent/guardian.....

