



Headteacher: **Mr J Grant**
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May 2017

Dear Parent/Carer

I am tremendously excited about the trip to Krakow next February and delighted that you have chosen to give your child this unforgettable experience. Please accept my apologies, however, as the dates for the trip will be 9th-12th February 2018, not 8th-11th February as stated in my original letter. I would be grateful if you could confirm on the slip below that these dates are acceptable to you or contact me if you wish to discuss this further.

This letter is to thank you for your first payment and to outline the next steps regarding further payments.

The total payment of £660 will be split into three parts. The first £250 you have obviously already paid. The due date for the second payment of £250 is Friday 7th July (please use the payment slip below if you are paying by cheque). The final payment of £160 will be due Friday 6th October. Feel free to pay the full sum earlier if you prefer to do so.

Cheques should be put in a sealed envelope and handed in to the finance office for the attention of **Mrs Baldwin**. All envelopes should be marked 'Krakow', together with your child's name. Alternatively you may pay online.

In the autumn term I will be in contact to remind you about the final payment and to outline further details about the trip.

Please do not hesitate to contact me should you have any questions regarding the visit (schallis@sackvilleschool.org.uk).

Yours sincerely

Mr S Challis
Curriculum Leader of Beliefs & Values

Please detach and return to the finance office with payment of **£250 by 7th July 2017** if you are paying by cheque.

All payments are non-refundable.

Name of student _____ Form _____

I enclose a **non-refundable** cheque of £250 payable to Sackville School

I confirm that the dates of 9th-12th February 2018 are acceptable.

Parent/Carer (please sign) _____

Parent/Carer (please print) _____

Parent/carer contact email address _____

Date _____

