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September 2014

Dear Parent/Carer

Educational Visit to Hamburg, Germany
Saturday 10th January – Wednesday 14th January 2015

Thank you for forwarding the £125 initial deposit which has secured your child's place on our vocational German and Business Studies trip to Hamburg and Berlin.

URGENT! Payment schedule and flights

We are delighted to hold the price at £435 – which is the same price as last year. However, to secure early booking discounts, we need to make some firm arrangements for visits and trips whilst in Germany. We would be grateful if you could forward us a further £100 as soon as possible and in any case no later than **Tuesday 30th September 2014** so I can forward it to the travel company. Without this, I am unable to proceed with firm bookings.

The remaining balance of £210 can be paid at any time but no later than Friday 7th November 2014.

Passport

We urgently require BY RETURN a photocopy of the back page of your child's passport – **again**, without this, we cannot finalise the flight booking. This can be returned in a variety of ways:

- scan and send to hvalentine@wsgfl.org.uk
- photocopy and return to Mr Whitehead or Mrs Valentine
- if your child does not have a passport yet, please could you send in written confirmation of the exact spelling of the name which will appear in the passport

Cheques and paperwork can be delivered either direct to the finance office or to me or Mr Whitehead. If there is a problem with this schedule, please contact me in confidence.

Thank you for your help and understanding.

Yours sincerely

Mrs H Valentine

Teacher in charge of international links and teacher of MFL

hvalentine@wsgfl.org.uk

