



10 September 2018

Dear Parent and Carers

**Re: Ski Trip 2019**

I am writing to you to remind you of the payment schedule which was presented on the previous letter you were sent.

18 June - £250 deposit with consent form	30 October - £190 via Parent Pay
30 July - £190 via Parent Pay	30 November - £190 via Parent Pay
30 August - £190 via Parent Pay	5 January- £191 via Parent Pay
30 September - £190 via Parent Pay	

Unfortunately, as of the 30 August 2018, your balance was not in line with the payment plan. Please find above the amounts that were due and ensure that you are up to date as soon as possible. Failure to do so could jeopardise your son or daughter's place on the trip and his/her place may be given to another student on the waiting list.

If you have any issues meeting the payments, please email me on [cbarrell@st-martins.essex.sch.uk](mailto:cbarrell@st-martins.essex.sch.uk). If you are unsure of your outstanding balance, please contact the Finance Office direct.

Yours sincerely

Miss Charley Barrell  
**Trip Organiser**