



29 November 2018

Dear Parent or Carer

**Re: Candle Conferences – Bloomsbury, London**

I am writing to inform you that your son or daughter was successful in gaining a place on the Candle Conferences trip on Friday 1 February 2019.

Due to a change in numbers, the final cost will be £17.00 and payments must be made by ParentPay. Full payment is required by Friday 7 December 2018.

It is important to note that should the payment deadline be missed, your son or daughter's place on the trip may be in jeopardy and his or her place may be given to another student on the waiting list.

Details of the final travel and meeting arrangements will be given before the trip when they have been finalised.

If you have any further queries, please do not hesitate to contact me at the school on [dshoker@st-martins.essex.sch.uk](mailto:dshoker@st-martins.essex.sch.uk).

Yours sincerely

Mr D Shoker  
**Trip Leader**