



5 December 2018

Dear Parents and Carers

Re: Year 8 Language trip to Paris, France

Please find below the payment schedule for the outstanding instalments for the Paris trip. The dates for the deposit and subsequent payments are as follows:

Amount	Deadline
£100	PAID – 2 November 2018
£153	11 January 2019
£150	15 February 2019

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.

Please note that this deposit becomes non-returnable unless we decide, for any reasons of unfeasibility, not to run the trip and no actual charge has been incurred by the school.

An information session will be held in the summer term 2019, where we will address any questions parents may have, details will follow next academic year.

If you have any further queries in the meantime, please do not hesitate to contact me at the school or email me at epenhaligon@st-martins.essex.sch.uk

Yours sincerely

Miss E Penhaligon
Teacher of Modern Foreign Languages