



3 October 2018

Dear Parent or Carer

**Re: Year 7 Activity Trip to Marle Hall Outdoor Education Centre**

I am pleased to announce that your son or daughter has gained a place on the above trip. As stated in the initial interest letter, the cost of the trip will be £322. The trip includes the following:

- All activities whilst at Marle Hall, plus equipment
- All meals and accommodation
- Transport to and from the centre

The initial deposit required is **£70** and should be paid via Parent Pay by **Wednesday 17 October 2018**. It is important that the deposit is received on time to ensure that a place is secured for your son or daughter.

The full payment schedule is shown below:

- Wednesday 17 October £70 **deposit**
- Wednesday 5 December £126
- Wednesday 21 February £126

An information evening will be held shortly before the departure date of the trip when we will address any questions you may have and give final details of the itinerary.

In the meantime, should you have any queries, please do not hesitate to contact me via email: [istannard@st-martins.essex.sch.uk](mailto:istannard@st-martins.essex.sch.uk)

Yours sincerely

Miss I Stannard  
**Trip Leader**