



2 May 2019

Dear Parents and Carers

***Cologne Christmas Markets Trip December 2019***

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

<b>Amount</b>	<b>Deadline</b>
£178 Deposit	18 March 2019
£150	25 April 2019
£150	14 June 2019

Unfortunately, as at 26 April, the latest payment of £150 has not yet been received. Please could you make your payment as soon as possible; failure to do so could jeopardise your son/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 these payments, please email me on [lballard@st-martins.essex.sch.uk](mailto:lballard@st-martins.essex.sch.uk).

Yours sincerely

Mrs L Ballard  
***Head of Modern Foreign Languages/Trip Organiser***