



12 June 2019

Dear Parent or Carer

***Year 10/12 Art Trip: London Galleries – V&A Museum and Saatchi Gallery***

I am writing to inform you that your son or daughter was successful in gaining a place on the year 10/12 art trip to London galleries on Wednesday 3 July 2019.

Full payment for the trip is now required; the final cost is £13 (which has been reduced from the initial cost of £14.50) and this should be paid via ParentPay with the consent form given to the finance office no later than **Friday 21 June 2019**. If you need help with logging into the ParentPay system, please contact the relevant year administrator's office.

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.

Travel and meeting arrangements:

**Departure:** Students need to be at the front carpark at 8.30am, for registration and departure by 8.45am. We will be travelling by coach.

**Return:** We plan to arrive at school by 4.30pm.

A reminder that students may wear non-uniform and should wear comfortable footwear and clothes suitable for touring London and being in the galleries. Students can bring their own snacks and packed lunch but may prefer to bring money to buy food and drink during the day. They should also bring media to record their observations such as pencils, a sketchbook and/or a camera.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Hlee'.

Mrs H Lee  
**Teacher of Art**