



21 June 2019

Dear Parents and Carers

Re: Hollywood 2020

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

The payment schedule for the Hollywood trip is as follows:

	Instalments	Expected Balance
TOTAL DUE		£1,658
Initial Deposit	£140	£1,518
01 May 2019	£138	£1,380
01 June 2019	£138	£1,242
01 July 2019	£138	£1,104
01 August 2019	£138	£966
01 September 2019	£138	£828
01 October 2019	£138	£690
01 November 2019	£138	£552
01 December 2019	£138	£414
01 January 2020	£138	£276
01 February 2020	£138	£138
01 March 2020	£138	£0

To date a total of £416 should have been paid leaving a remaining balance of **£1242** with the next payment of £138 due on 1 July.

At the time of writing, one or more of your due payments is overdue. Please ensure that you make your payments as soon as possible to bring your account in line with expectation. Failure to keep up with the payment schedule could jeopardise your son/daughter's place on the trip.

If you have any issues meeting these payments, please email me on jpage@st-martins.essex.sch.uk

Yours sincerely

Mrs J Page
Trip Organiser & Head of Year 12 & 13