



4 September 2019

Dear Parents and Carers

**Re: Creative Arts Trip to Hollywood, L.A.**

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

As of 1 September 2019 the remaining balance on your account should be £828 with the next payment of £138 due on 1 October.

At the time of writing, one or more of your 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 [ipage@st-martins.essex.sch.uk](mailto:ipage@st-martins.essex.sch.uk)

Yours sincerely

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