



17 September 2019

Dear Parents or Carers

Re: Hampton Court Palace

I am writing to inform you that your son or daughter was successful in gaining a place on the Hampton Court Palace trip on 20 November 2019.

Full payment for the trip of £32 is now required and should be paid via ParentPay with the consent form given to the finance office no later than 25 September. If you need help with logging into the ParentPay system, please contact Mrs Power in the sixth form 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.

We will be travelling by coach and will need to leave St Martin's School by 8:30am. Students must meet myself and Mrs Cooper in the South Car Park by 8:20am to be registered.

If you have any further queries, please do not hesitate to contact me at the school on hheales@st-martins.essex.sch.uk

Yours faithfully

Mrs H Heales
Teacher of History