

Ref: 006/18

January 2018

Dear Parent/Carer of _____

Geography Trip to Italy and the Bay of Naples 14th – 17th April 2018

It is now necessary to ask you to make the final payment for this trip, of _____ by Friday 2nd February 2018. This payment can be made via Parentmail (+pay) or by cash/cheque (*cheques should be made payable to St.Margarets's Academy School Fund*).

Further details of accommodation and itinerary will be forthcoming as we receive them.

Many thanks

Yours sincerely

Karen Williams
Head of Geography Department and Trip Leader.

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REPLY SLIP TO: Mrs Williams - Trip to Italy and the Bay of Naples Saturday 14th April to Tuesday 17th April 2018

Student: _____

Form: _____

I will make payment of the final instalment via Parentmail (+pay) or enclose cash/chq for the sum of _____ (please circle as appropriate).

Signed: _____(parent/carer)

Date: _____