

Our ref: BW/ New York

14th September 2011

Dear Parent/Carer

Re: New York Trip

I am pleased to inform you that the New York trip is definitely going ahead. Thank you for your £30 deposit.

In order to meet the requirements of the travel agency the remaining balance needs to be paid in three instalments. Therefore we require another £200 to be paid by Thursday 20th October 2011; this can be paid as a lump sum or paid off as a little amount each week between now and the 20th October. A further £500 needs to be paid by Friday 11th May 2012 and the final balance of £245 will need to be paid by Friday 20th July 2012; if you would prefer to make payments of larger instalments to pay off the balance sooner that is also an option.

Date	Amount	Remaining Balance
		£975
July 2011	£30 paid	£945
Thursday 20 th October 2011	£200	£745
Friday 11 th May 2012	£500	£245
Friday 20 th July 2012	£245	£0
	£975	

Please find attached a balance card which pupils need to bring with them each time they make a payment.

Please do not hesitate to contact Mrs Simpson if you have any queries.

Yours sincerely

Mrs E Simpson
Subject Leader: Performing Art

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