



30<sup>th</sup> March 2017

Dear Parents

**Year 4 Horstead Residential Visit**  
**7<sup>th</sup> – 9<sup>th</sup> June 2017**

With the exciting Year 4 residential visit to Horstead only a few months away, the time has come to provide you with a little more information about the trip and to request the second and final payment of £105.

Payments can be made as follows:

**Cheque payment:** made payable to *Town Close House Ed. Trust Ltd*

**Bank Transfer:** A/c no: 22091003 Sort Code: 40-51-62

**Card Payment:** Via 'Parent Login' on the School's website

(please note that a 2.25% charge is applicable for credit card payments)

As stated on the School calendar, the Year 4 staff and I will be hosting a brief talk about the trip at 4.30pm on Monday 24<sup>th</sup> April in the Read Hall in order to provide further information and to answer any questions you may have. This event directly follows the School's 'afternoon tea' for parents in Years 3 to 5, should you wish to enjoy some tea and cake prior to the talk. We look forward to seeing as many of you as possible at this event; please feel free to bring your children with you.

More information will be given out early next term, but should you have any questions please do not hesitate to ask your child's form teacher or me.

I wish you all an enjoyable and restful Easter break.

Yours sincerely

Daniel Avenal  
Head of Year 3&4



# TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

## Year 4 Horstead Residential Visit 7<sup>th</sup> – 9<sup>th</sup> June 2017

**Please return this reply slip to your child's form teacher no later than Friday 28<sup>th</sup> April 2017.**

**Child's Name:** ..... **Form:**.....

I confirm that I would like the above named child to attend the Horstead Residential Trip and that I have made the requested final payment of £105 by the method indicated below:

- Cheque payment:** made payable to *Town Close House Ed. Trust Ltd*
- Bank Transfer:** A/c no: 22091003 Sort Code: 40-51-62
- Card Payment:** Via 'Parent Login' on the School's website  
(please note that a 2.25% charge is applicable for credit card payments)

**NOTE:** Please quote child's surname/Horstead 2017 as payment reference.

**Signed:** ..... **Date:**.....

**Print Name:**.....