



9<sup>th</sup> June 2017

Dear Parents

### ***Year 7 study week in France September 2017***

I am writing to remind you that there is a meeting on Thursday 29<sup>th</sup> June, at 4.15pm in the Read Hall.

My colleagues and I will be giving a presentation about the trip, and answering any questions you may have. We do encourage the children to attend this meeting as well.

At the meeting you will receive a detailed information pack, which tells you exactly how the trip works. This will contain some important forms to do with health and dietary matters, and a consent and contact details form, all of which will need to be completed quite quickly. Last year many parents actually completed the paperwork at the meeting, so please bring a pen!

The balance for the trip is now due; please could you arrange for a final payment of £470 to be made by next Friday 16<sup>th</sup> June. Instructions for payment are on the next page.

If you cannot attend the meeting, please let me know as soon as possible and I will make sure your information pack reaches you in good time. My email address is:

[shewitt@townclose.com](mailto:shewitt@townclose.com)

Yours sincerely

Stephen Hewitt  
(Head of Languages)



# TOWN CLOSE SCHOOL

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

## Year 7 Study/Activity Week in France September 2017

Please return this reply slip to Mrs Windle, Prep Department Office, by Friday 16<sup>th</sup> June.

Child's Name: ..... Class:.....

I confirm that I have paid the final payment of £470 by the method indicated below:

- Cheque payment:** made payable to *Town Close House Educational 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)

Please use the reference: Child's surname/France 2017 for all the above methods of payment.

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

Print Name:.....