



23rd March 2018

Dear Parents

Year 7 study/activity week in France, September 2018

I am writing to inform you that preparations for our annual trip to the Château de la Baudonnière are well under way. To remind you, we will be departing on *Sunday, 2nd September* and returning on *Saturday, 8th September*

You will already have paid the £50 deposit earlier in the year. The balance of £480 falls due immediately after half term. Please arrange to make payment by Monday 4th June.

Another important date for your diary: there will be a meeting on Thursday 14th June at 4.15pm in the Read Hall, when my colleagues and I will be giving you a lot of information about the trip.

If you have any questions at this stage, please feel free to contact me. My email address is: shewitt@townclose.com

Yours sincerely

Mr S. Hewitt



Please return this reply slip to the Front Office no later than Monday 4th June 2018.

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

I confirm that I would like the above named child to attend the Château de la Baudonnière Residential Trip and confirm that I have made the requested £480 final payment 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

NOTE: Please quote child's surname/Château 2018 as payment reference.

Signed: Date:.....

Print Name:.....