



25th May 2018

Dear Parents

Year 7 Study Week in France September 2018

I am writing to remind you that there is a meeting on Thursday 14th 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 we will need to be completed quite quickly. Last year many parents actually completed the paperwork at the meeting, so please do bring a pen!

The balance for the trip is due at the same time; please could you bring payment to the meeting if you have not already sent it in or done a BACS payment? Cheques should be made payable to Town Close House Educational Trust.

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

Yours sincerely

Stephen Hewitt
Head of Languages



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

Year 7 study/activity week in France, September 2018

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:.....