



15th February 2019

Dear Parents

Year 4 Horstead Residential Visit
5th – 7th June 2019

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

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 Tuesday 30th April** in the Read Hall, in order to provide further information and to answer any questions you or your children may have about the trip. We look forward to seeing as many of you as possible at this event and encourage you to bring your children with you, as it is a useful opportunity to settle any of their pre-visit nerves or concerns.

This event directly follows the School's 'Tea and Cake' for parents in Years 3 to 5, should you wish to enjoy some refreshments prior to the talk.

More information will be given out early next term. However, should you have any questions please do not hesitate to contact your child's form teacher or me, rather than contacting Horstead directly.

I wish you all an enjoyable and restful half term 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 5th – 7th June 2019

Please return this reply slip to your child's form teacher no later than Friday 15th March 2019.

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

I confirm that I have made the requested final payment of £105, by the method indicated below, for the above named child to attend the Horstead Residential trip:

- 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/Horstead 2019 as payment reference.

Signed: Date:.....

Print Name:.....