



Queen Eleanor's Church of England Junior School  
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD

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10<sup>th</sup> July 2013

**Condover Hall – Monday 7<sup>th</sup> - Friday 11<sup>th</sup> July 2014**

Dear Parents,

I am pleased to inform you that our booking for the residential trip to Condover Hall, a JCA site in Shrewsbury, Shropshire has been confirmed.

The total cost has also been confirmed at £335 (a further saving of £10.00). For those of you who would prefer to pay the £285 balance in instalments, may I suggest the following timetable. If you would like to create your own payment schedule, please come and talk to the office. We don't usually send out reminders at each stage so please make a note of these dates in your diary:

Child's name:..... Class.....

Payment to be made on	Amount to Pay	Date Received	Signed
Already Paid	£50.00	April/May 2013	Office
Monday 23 <sup>rd</sup> September 2013	£50.00		
Monday 25 <sup>th</sup> November 2013	£55.00		
Monday 27 <sup>th</sup> January 2014	£60.00		
Monday 24 <sup>th</sup> February 2014	£60.00		
Monday 24 <sup>th</sup> March 2014	£60.00		

This sheet should be used as a payment record which will be signed each time money is received and then returned to you. Should you wish to make only one payment this should be received by **MONDAY 10<sup>th</sup> MARCH 2014**, but in this case I would be grateful if you could return this form **NOW**, marked "paying with one payment". If you wish to make payments in any other way, please feel free to discuss it with the school office.

All cheques should be made payable to "Queen Eleanor's School Visits Fund". Payments should be sent to the school office, via your child's class at registration, with this form in a sealed envelope, marked with your child's name and "Condover Hall" or alternatively you may pay via ParentPay (there is an option to make one payment or to make the instalments for the above schedule).

An evening meeting will be arranged nearer the time in order to discuss arrangements in greater detail.

Please do not hesitate to contact the office if we can be of any further help.

Yours sincerely,

Roger Blackburn