



Queen Eleanor's Church of England Junior School

Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD

Headteacher: Roger Blackburn

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14th October 2013

Year 3 Residential Trip to Hooke Court
Monday 3rd - Wednesday 5th March 2014

Dear Parents,

I am pleased to inform you that our booking for the residential trip to Hooke Court has been confirmed and that your child has been allocated a place.

The total cost has also been confirmed at £136. For those of you who would prefer to pay the £106 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	£30.00	July/September 2013	Office
Monday 4 th November 2013	£40.00		
Monday 2 nd December 2013	£30.00		
Monday 3 rd February 2014	£36.00		

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 6th JANUARY 2014**, but in this case I would be grateful if you could return this form **NOW**, marked "paying with one payment".

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 "Hooke Court" or alternatively you may pay via ParentPay (there is an option to make one payment or to make the instalments for the above schedule).

Along with this letter, you should also find consent and medical forms for the visit. Please could you complete and return these before **Thursday 24th October**.

An evening meeting will be arranged nearer the time in order to discuss arrangements in greater detail along with any updates to the medical information provided.

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

Yours sincerely,

Roger Blackburn