



Queen Eleanor's Church of England Junior School

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

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5 October 2011

Year 4 Residential to Ironbridge
Monday 19th - Wednesday 21st March 2012

Dear Parents,

I am pleased to inform you that our trip to Ironbridge is now booked and your child has been allocated a place.

The total cost is confirmed at £130. For those of you who would prefer to pay the £90 balance in instalments, may I suggest the following timetable. 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	September 2011	J Gallacher
Monday 14 th November 2011	£50.00		
Monday 9 th January 2012	£40.00		

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 9th JANUARY 2012**, 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 "Ironbridge". Alternatively you may pay via ParentPay.

The attached forms should be completed and returned as soon as possible. The information is vital for our organisation and the well being of your child. Please do not return them until you have answered every question.

A meeting will take place on Tuesday, 28th February, 2012 at 3.30pm when we can 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