



Queen Eleanor's Church of England Junior School

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

Headteacher: Roger Blackburn

Deputy Headteacher: Paul Day

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16th October 2013

Year 4 Residential Trip to Ironbridge
Tuesday 25th - Friday 28th March 2014

Dear Parents,

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

The total cost has also been confirmed at £150 (a saving of £30.00). For those of you who would prefer to pay the £105 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
Deposit Already Paid	£45.00	September 2013	Office
Friday 8 th November 2013	£35.00		
Friday 6 th December 2014	£35.00		
Friday 17 th January 2014	£35.00		

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 **FRIDAY 17th JANUARY 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 "Ironbridge". Alternatively you may pay via ParentPay.

The attached consent and medical forms should be completed and returned as soon as possible and by no later than **Thursday 24th October 2013**. 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 nearer the time 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