



Queen Eleanor's Church of England Junior School

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

Headteacher: Roger Blackburn

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9<sup>th</sup> November 2012

**Year 4 Residential to Ironbridge**  
**Tuesday 19<sup>th</sup> - Friday 22<sup>nd</sup> March 2013**

Dear Parents,

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

We have had a fantastic response to the trip with a total of 54 children taking part. Unfortunately, this means that we have now had to book much larger coaches, both for the trip there and back, as well as for the visits whilst there. The cost has, therefore, now had to increase slightly to £165.

For those of you who would prefer to pay the £125 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
Deposit Already Paid	£40.00	October 2012	Lucy Heslop
Friday 23 <sup>rd</sup> November 2012	£40.00		
Friday 11 <sup>th</sup> January 2013	£40.00		
Friday 15 <sup>th</sup> February 2013	£45.00		

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 15<sup>th</sup> FEBRUARY 2013**, 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 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