



Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust\**  
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Head of School: Jo Davies  
Executive Head Teacher: Louise Johnson

Dear Parents/Carers,

2<sup>nd</sup> November 2018

**Year 3 Residential Trip to Hooke Court**  
**Wednesday 20<sup>th</sup> – Friday 22<sup>nd</sup> March 2019**

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 £170.00. For those of you who would prefer to pay the £120.00 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:**

Payment to be made on	Amount to Pay
Deposit already Paid	£50.00
Friday 30 <sup>th</sup> November 2018	£40.00
Friday 11 <sup>th</sup> January 2019	£40.00
Friday 1 <sup>st</sup> February 2018	£40.00

If you wish to pay the full £120.00 at this stage your payment this should be received by **Friday 30<sup>th</sup> November**. We would prefer that you pay via ParentPay (please contact the office for an activation code should you require one), alternatively you can pay by cheque (payable to "Queen Eleanor's School") or in cash. Payments should be sent to the school office, via your child's class at registration, in a sealed envelope, marked with your child's name, class and "Hooke Court".

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,

The School Office

[www.queen-eleanors.surrey.sch.uk](http://www.queen-eleanors.surrey.sch.uk)