



8<sup>th</sup> January 2020

Dear Parents/Carers

As you are aware we are getting closer to our visit to London. This is a polite reminder that full payments will need to be made by 20<sup>th</sup> May 2020. In order to help with this, we are suggesting that three payments of £60.00 can be made by the dates below,

20<sup>th</sup> March

20<sup>th</sup> April

20<sup>th</sup> May

You can still choose to pay more than this amount or the full amount as long as the full balance is paid by 20<sup>th</sup> May at the latest. If you have any questions about outstanding balances then please contact myself or Mrs Smith in the school office. Thank you in advance for your support with this.

Yours Sincerely,

Mrs Malley

***'Never settle for less than your best'***