

November 2016

Dear Parent/Guardian

Year 9 Visit to London 12 - 14 June 2017

I am writing to advise that the second payment of £150.00 is now due. Would you please make payment for the trip either by parent pay or cheque (made payable to St Aidan's school fund) by 25th November 2016. If paying by cheque would you, please put in an envelope marked with your son / daughter's name and `London trip' and hand into the finance department or main reception. The final instalment of £150.00 will be due on Friday 3^{rd} March 2016. Further details will be sent out in due course.

If you have any queries about the venture please do not hesitate to contact myself Mrs Sewell, Trips Administrator on 01423 818527.

Yours faithfully

Mrs K Sewell Trips Administrator