



Headteacher
Mr R W Shadbolt B.A.

10th October 2013

Concert Band and Senior Choir tour to Barcelona in Spain

Dear Parents/Carers

I am pleased to confirm your child's place on the music tour to Spain. The dates of the tour are **Friday 4th July** leaving after school – **Thursday 10th July 2014** inclusive returning during the day. The total cost is **£450**. The deposit of **£75** has already been paid leaving **£375** still owing. I will be able to confirm the arrangements and itinerary nearer the time.

You will be able to pay for the tour in one go or in instalments. The next payment due is for **£62** and **needs** to be paid into the school finance office by **Wednesday 6th November** at the latest please. The following payment schedule is available to help parents/carer who will find it difficult to pay for the whole trip now.

If you are paying in instalments please be aware that the following dates are the **final deadlines** for each payment. If you feel that the financial arrangements are going to be difficult for you please contact the finance office or myself to discuss this.

The price of the tour includes travel insurance and if there is a valid reason why your child cannot come on the trip then we can investigate a refund for the cost of the tour. The school cannot refund any money to you directly and if your child changes their mind about coming on the trip at a later stage then a replacement will need to be found or you may be responsible for the cost of the trip. Please return the slip to the finance office as soon as possible.

Wednesday 6 th November	£62
Wednesday 11 th December	£63
Wednesday 15 th January	£62
Wednesday 12 th February	£63
Wednesday 12 th March	£62
Wednesday 23 rd April	£63

Yours sincerely

J. Cox, Director of Music

Child's Name _____

Form _____

I confirm that I have read the letter and understand that my child's place on the tour is now officially confirmed. I understand that If my child no longer wishes to come on the trip then a replacement will need to be found.

Signed _____

Date ___/___/___

Wood Green School

