16th February 2016

**Ford Castle Residential**

Dear Parents/Legal Guardians

I am writing with regard to our residential trip to Ford Castle in September 2017 for years 3 and 4. We have had a fantastic response to the trip and I am delighted that we have so many pupils who are keen to go.

The majority of parents expressed a wish for their child to stay at Ford Castle for two nights therefore we will organise our residential stay on that basis.

As we mentioned in our first letter the cost of this will be £165 per child, this price includes accommodation, all meals and all activities based on 16 children attending. Should any child decide not to go this price may need to be adjusted slightly.

To secure a place for your child on this exciting residential opportunity could you please make an initial payment of £50.00 on March 1st which will leave a balance of £115 payable by July 1st.

To make payment easier to manage, we have set up a payment schedule as follows.

|  |  |
| --- | --- |
| **Payment** | **Date Due** |
| £50 | March 1st |
| £30 | April 1st |
| £30 | May 2nd |
| £30 | June 1st |
| £25 | July 1st |

Any questions please do not hesitate to come and see me.

Many Thanks

Mrs Fortescue