

RE: Hungerhill Rome Trip 2017

28th November 2016

Dear parents/carers,

Passports

Prior to traveling we will require two photocopies of your child's passport – one for our tour operator and another for our own records. These copies do not have to be in colour but must be clearly legible and show name, date of birth, passport number etc.

Please ask your child to return their photocopies to either Mr Wardell or Mr Short by Friday 27th January.

Payment schedule

We would like to take this opportunity to remind you of upcoming payments. The payment schedule is below. We kindly ask that payment is made by the given deadline in order for the finance team to process the cheques in time. Cheques are taken to the finance department clearly labelled as Rome trip with your child's name and form on the front. Alternatively, payments can be made via the parent portal.


- *Next payment - 8th Feb £190*
- *Final payment - 8th March £215*

These remaining payments, together with the deposit and first payment, make up the total trip balance of £730.

Yours faithfully,

Mr J. Wardell & Mr D. Short
Trip Leaders



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