

**RE: Hungerhill Rome Trip 2017**

28<sup>th</sup> 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 27<sup>th</sup> 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. Any cheques should be 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 - 8<sup>th</sup> Feb £190*
- *Final payment - 8<sup>th</sup> March £215*

These remaining payments, together with the deposit and first payment, make up the total trip balance of £730. Please note that all payments are non-refundable.

Yours faithfully,

**Mr J. Wardell & Mr D. Short**  
Trip Leaders



Hungerhill Academy Trust  
Company Number: 7939747

Registered Office: Hungerhill Academy Trust, Hungerhill School, Hungerhill Lane, Edenthorpe, DONCASTER, DN3 2JY  
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