



## Tudor Grange Academy Redditch

January 2014

Dear Parents/Carers,

### Visit to Berlin – 14<sup>th</sup>-17<sup>th</sup> June 2015

Thank you for your recent installment towards payment for the visit to Berlin in June 2015. I am sure that your son/daughter will find this a rewarding experience. I would also like to take this opportunity to outline the payment schedule for Berlin. You can of course pay off all the remaining balance at any time, but I would ask as a minimum that these dates below are kept to.

#### Payment plan for the Berlin trip – June 2014:

Amount	By date
£120	Deposit received with thanks
£50	Thursday 18 <sup>th</sup> December- received with thanks
<b>£110</b>	<b>Friday 30<sup>th</sup> January-now due</b>
£110	Friday 27 <sup>th</sup> February
£110	Friday 27 <sup>th</sup> March
<b>£500</b>	<b>Full amount paid with thanks</b>

If you could please complete and return the parental consent form. We have been advised by our tour operator that they now require the date of issue for your child's passport. I would be very grateful if you could please provide the relevant details on the reply slip attached. If you have any queries, please do not hesitate to contact me at school.

Yours sincerely,

**Mr. M Connolly**  
Head of History and RE



**REPLY SLIP – Please return to Mr. Connolly by Friday 20<sup>th</sup> January**

Name of student: ..... Tutor group: .....

I enclose the next installment of £110 for the above trip (Please indicate method of payment below):

- Cheque (payable to Tudor Grange)
- Cash
- Parent Pay system

**Passport details**

Date of Issue \_\_\_\_\_

