



**BISHOPS DOWN**  
PRIMARY SCHOOL

SchoolComms Message Sent

Date: 4th February 2019

Subject: Year 6 Residential – October 2019

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Dear Y5 Parents and Guardians

**Y6 Residential Trip October 2019**

I am in receipt of your signed form to confirm that you wish your child to attend the Y6 residential trip in October, indicating that you will be making payments using Gateway (or by standing order).

The deposit payment of £40.29 was due by 31<sup>st</sup> January through Gateway, and it does not appear to have reached the school account. In order for us to confirm your child's place on the trip, and pay the deposits required to the centre and coach company, we must have your deposit payment made by this **Friday morning, 8<sup>th</sup> February**, at the very latest.

**Failure to pay the deposit to us by this date will mean that we will not be able to secure your child's place, and they may not be able to attend.**

If you are unable to pay the deposit by Friday, but do want your child to attend, please speak to myself, or Mrs Lucas in confidence about the situation – this must to be done by Friday so we have an accurate number of attendees.

Yours sincerely

Mrs C Owen