



Bessemer Grange Primary School

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Headteacher: Ms Sarah Beard

Head of School: Mrs Elizabeth Whitehead

Thursday 1st February 2018

Dear Parents / Carers,

We are writing to inform you that we have provisionally booked a trip to Godstone Farm for the children in Reception on **Thursday 28th June 2018**. The cost will be £17 per child. The cost for the trip includes the coach transfer there and back, admission to the farm and three activities including a tractor ride. Further details of the trip will be sent out in a letter at a later date.

To help support the management of payments, we will be operating a system where you can, if you choose to, pay for the cost of the trip in instalments rather than paying in full. A £7 non-refundable deposit will need to be paid to the school office by Friday 23rd February to confirm your child's place on the trip. After this date, we will unfortunately not be able to add additional children to our final list as, once we have confirmed numbers, Bessemer will have to pay for the trip in full.

If paying for the trip in instalments, below shows the breakdown of dates when payment is due:

Instalment	Deadline	Payment due	Total paid
Instalment 1	Friday 23 rd February	£7	£7
Instalment 2	Thursday 29 th March	£5	£12
Instalment 3	Friday 27 th April	£5	£17

If you have any questions about this trip or regarding payment, please contact the school office.

Yours sincerely,

Laura Dunphy, Angela Uzor and Emily Bull

The Reception Team