

Ref. RSU
25 April 2019

Parent/Carer of ###

Dear Parent/Carer of ###

I write to remind you that, in line with the payment plan, the next instalment of £110 for the Paris residential is due by **Friday, 17 May 2019**. The total amount paid to date should be £###. You currently need to pay £### to be up to date with this schedule.

I remind you that you have entered into a payment agreement meaning this and all future payments are **non-refundable**. Failure to meet the payment deadlines outlined could result in your child losing their place on the trip. We really do not want this to be the case and ask that where meeting the deadlines presents an issue, you contact me at the academy as soon as possible. The Principal's decision on such matters will be final.

The payment plan can be found below. The deadlines have been set by our tour operator and are therefore non-negotiable. At any time should you wish to discuss payments, please contact the Finance Office on 0114 235 8120, option 4.

Payment Deadline	Amount
Friday, 5 July 2019	£110
Friday, 4 October 2019	£100
Tuesday, 5 November 2019	£100
Wednesday, 15 January 2020	£100

The remaining balance of the trip may be paid off in full (£520); in instalments, as outlined above, or in smaller, more regular payments **provided each instalment has been paid by the deadline given**. All payments should be taken to the Finance Office. Cheques should be made payable to Outwood Academy City.

Students will need their own valid Passport to travel which will be checked by the academy in advance of our departure. It is the responsibility of the student's parent/carers to ensure this. Included within the trip cost is travel insurance. Due to the uncertainty of Brexit, we are unsure if European Health Insurance Cards ('EHIC') will still be valid at the time we travel. Once we know for certain, I will let you know if your son/daughter will require an EHIC.

Please contact me at the academy should you wish to discuss the trip.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R Sullivan', with a horizontal flourish extending to the right.

Miss Rachel Sullivan
Associate Assistant Principal