



Cambridgeshire
County Council



Monkfield Park Primary School

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4th October 2019

Dear Parent/Carer,

Payment Schedule, Year 6 PGL Residential Trip 2020

Thank you for returning your initial deposit of £45 for our trip to PGL, Caythorpe Court in Lincolnshire. We are now able to enclose the payment schedule for the remaining money.

Following discussions with PGL we are able to offer three payment schemes, details of which are given below. We would be very grateful if you could indicate which scheme you will be using when returning your next payment as it helps our administrative staff enormously and prevents unnecessary phone calls and letters.

Payment Schedule A

The following payments will be required:

Interim payment of £188.25	due by Wednesday 16th October 2019
Final balance of £188.25	due by Wednesday 18th March 2020

Payment Schedule B

Alternatively if you would prefer to pay for the trip in one lump sum please send a cheque for **£376.50** to school by **Wednesday 16th October 2019**.

Monthly Payments

If you would prefer to make monthly payments the following schedule has been negotiated with PGL:

£65.00	due by Wednesday 16th October 2019
£62.30	due by Wednesday 13 th November 2019
£62.30	due by Wednesday 11 th December 2019
£62.30	due by Wednesday 15 th January 2020
£62.30	due by Wednesday 12 th February 2020
£62.30	due by Wednesday 18 th March 2020



When sending payment into school please make all cheques payable to Monkfield Park Primary School and enclose your payment card, so we can provide a receipt for your records.

We would be extremely grateful if you could make a careful note of the payment dates and send your payments as promptly as possible. However, we are aware that the cost of the trip is a substantial sum of money so please can we urge you to speak to us if, at any time, you discover that you will be unable to meet a payment deadline.

If you have any questions concerning the trip or the payment schedule please do not hesitate to contact

Yours sincerely,

Mrs Johnson and Mr Yates

Year 6 teachers

Reply Slip – PGL Payment Schedule

- I would like to pay for the PGL trip in one lump sum and will send a cheque for **£376.50** to school by **Wednesday 16th October 2019**.
- I would like to use Payment Schedule A and will send an interim payment of £188.25 to school by **Wednesday 16th October 2019**.
- I would like to make monthly payments and will send the next payment of £65 to school by **Wednesday 16th October 2019**.

Name of child

Class

Name of parentcarer

Signed:..... Date:.....

