



ST CRISPIN'S – A SPECIALIST SCHOOL IN MATHS, COMPUTING & LEADERSHIP



ST CRISPIN'S
SCHOOL

Excellence for all

November 2011
RI/JS

Dear Parent/Guardian,

Thank you for the deposit for the geography field work trip to Somerset. I would like to inform you that your son/daughter has a place reserved on this visit.

The remainder of the balance can be paid in instalments as follows, four payments of £62.50 to be made by January 6th, February 6th, March 6th and April 6th 2012. Or alternatively, one final payment of £250 can be made at any time. This will allow the final payments to be made before the trip departs on May 14th 2012.

Payment Procedures - We ask you to use the on-line payment system to pay for this particular Trip/activity if possible.

In order to do this please go to the home page of the school website and click on the link to www.scopay.com/stcrispins. There are clear instructions on how to proceed, you will need your user name and password previously sent to you, in order to process your payment.

If you choose to pay by cheque please ensure that the student's name, form and the name of the Trip/Activity are clearly written on the back of the cheque, which should be made payable to '*St Crispin's School*'.

If paying by cash it must be in a sealed envelope with the students name, form, amount enclosed, Trip/Activity clearly written on the outside.

This trip is an optional visit and the school asks that the payment is made as a voluntary contribution to cover the cost. In the event that we are unable to cover the costs the trip may have to be cancelled. If you are experiencing difficulty in paying for this visit a written request for support should be submitted to the school bursar. In the event that the visit is oversubscribed names will be drawn from a hat from all those that have replied by the deadline. Parents are responsible for the prompt collection/return home of students after the visit.

Please be aware that your emergency contact details are uploaded to a password protected website so that a member of the Senior Leadership Team or Local Authority can access information in the event of an emergency. These details include only names and telephone numbers submitted on your Broadmoor form. If you do not want your details store in this way please notify the school.

There will be an information meeting held in the run up to the trip as well as a detailed itinerary sent out.

Please do not hesitate to contact me with any queries

Yours sincerely,

Mrs R Inns
Subject leader Geography

To: Mrs R Inns, Subject Leader Geography

Re: Nettlecombe Field Study Visit - 14th – 18th May 2012

Student: _____ Tutor Group: _____

Please tick method of payment:-

Please tick method of payment:-

- I have paid by Credit/Debit Card
- I enclose a cheque payable to “St Crispin’s School” amount due (£62.50/£62.50/£62.50/£62.50) with the student’s name, form and Nettlecombe Field Study Centre Visit.
- I enclose cash amount due (£62.50/£62.50/£62.50/£62.50) in a sealed envelope with student’s name, form and Nettlecombe Field Study Centre Visit on the outside.

Signature of Parent/Guardian: _____

Date: _____