Dear Sir/Madam

We have 26 confirmed Year 7’s and one Yr 8 and are in a position to provide you with the rough cost of the tour. At present, the tickets to view ether Villarreal or Valencia have not been released (due to the media rights for Real Madrid and Barcelona) although they are both playing at home on the weekend we intend to travel. Currently, there are International Fixtures due to be played over the weekend we originally planned, which has meant a change in the dates to Wednesday 6th April to Sunday 10th April. With all of this in mind the price for the tour to Villarreal should come in at £790.

Therefore, I would like to set out a payment structure as follows (through Wisepay):

|  |  |  |
| --- | --- | --- |
| Instalment | Due by | Amount |
| Deposit | 30th June | £100 |
| 1 | 23rd July | £100 |
| 2 | 23rd August | £100 |
| 3 | 23rd September | £100 |
| 4 | 23rd October | £100 |
| 5 | 23rd November | £100 |
| 6 | 23rd January | £100 |
| Final | 23rd February | £90 |

All payments need to be secured by 23rd February through Wisepay as this is the deadline I have been set by inspiresport and have specifically not left any room for manoeuvre on my part to provide you with as much time to raise the required funds. I will of course send out reminders to students on this, but please stick to these payments as rigidly as possible to ensure the administration of this trip is as smooth as it can be for all three parties concerned. If you do have issues with payment, please contact me ASAP so I can discuss this with you.

I feel it is appropriate to remind you and your child that should their behaviour in school be deemed inappropriate in such a way that I feel they will disrupt the trip or be a health and safety issue, I have the right to remove them from the tour. A full refund cannot be guaranteed.

There will be three members of staff on the trip as well as the inspiresport delegate to ensure your child is well looked after. We intend on using the school website ([www.warlinghamschoolpe.weebly.com](http://www.warlinghamschoolpe.weebly.com)), featuring an outline of the tour, and our twitter account (@WarlyPE) to keep you posted with pictures and updates during our stay, much like the previous tours currently featured on the website on the ‘Extra Curricular’ drop down menu.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Richard Ashdown

Head of Physical Education

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I have received the letter and understand the need to comply with the payment structure.

 Signed ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form Group\_\_\_\_\_\_\_