Dear Sir/Madam

We have 25 confirmed students and are in a position to provide you with the projected cost of the tour. At present, the tickets to view ether Villarreal or Valencia have not been released although we are hoping one will be playing at home during the time we are there. With all of this in mind the price for the tour to Villarreal should come in at £840.

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

|  |  |  |
| --- | --- | --- |
| Instalment | Due by | Amount |
| Deposit | 15th July | £200 |
| 1 | 9th September | £200 |
| 2 | 9th October | £150 |
| 3 | 9th November | £150 |
| Final | 9th January | £140 |

All payments need to be secured by 9th January 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.

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\_\_\_\_\_\_\_