



8 March 2023

Dear Parent/Carer

Sri Lanka - Summer 2024

I am delighted to confirm that the deposit payments will be open on ParentPay on **Monday 13 March at 9am**. There will be a maximum of 30 places for the trip and these will be allocated on a first-come, first-served basis upon receipt of an initial £150 deposit. In the event of demand for places exceeding supply, we will open a reserve list. Please email christiecocking@heanorgatespencer.com if you wish to be placed on the reserve list after all of the places on ParentPay have been filled.

Please be aware that if you wish to change your mind, the deposits will become **non-refundable after Friday 17 March**.

With regards to payment, you may pay off the trip at any time that you wish, however, the following payments must be made by the dates stated in the payment plan below:-

March 2023 - initial deposit (£150)

30 June 2023 - £500

30 August 2023 - £500 (includes £100 non-refundable flight deposit)

30 November 2023 - £500

15 February 2024 - £500

15 April 2024 - £150/remaining balance based on flight costs

If you would like to clarify any part of this letter, please feel free to contact me, preferably by email at christiecocking@heanorgatespencer.com

Yours sincerely

Miss C Cocking
Trip Leader