

October 2016

Re: French Exchange 2016 - 2017

Dear Parent / Guardian

Thank you for your £50 deposit and for supporting the French Exchange programme. The total cost of the visit this year will be £250. To enable you to spread out the payment for the visit I have scheduled the next payments as follows:

- ➤ £ 100.00 to be paid by Wednesday 26th October, 2016
- ➤ £ 100.00 to be paid by Wednesday 23rd November, 2016

However, if you prefer to pay the outstanding balance in one payment, please feel free to do so.

I will be hosting a meeting in the BL6 Building on Wednesday 16th November, 2016 at 6.30pm to outline the exchange programme and answer any queries you may have.

If you require any further information, please do not hesitate to contact me on the school number and I look forward to meeting you on 16th November, 2016.

Yours faithfully

Mr C Cador

Assistant Head of Modern Language

CCR/SAF/ACE

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