



# Brine Leas School

## An Academy

Believe, Learn, Succeed

October, 2016

### Re: Spanish Exchange Visit 2017

Dear Parent/Guardian

Thank you for your £50 deposit and for supporting the Spanish Exchange Visit. I can confirm your child's place on the visit, and that the total cost will be £350.

To enable you to spread out the payment for the visit I have scheduled the next payments as follows:

- £ 150.00 to be paid by **Friday 21st October, 2016**
- £ 150.00 to be paid by **Wednesday 11<sup>th</sup> January, 2017**

I appreciate the short notice for these payments, but to ensure the lowest possible air fare we need to confirm our booking as soon as possible. If you prefer to pay the outstanding balance in one payment, please feel free to do so.

Cheques should be made payable to **Brine Leas School** and returned with the permission slip in an envelope via the Drop Box which is situated outside Student Reception.

Cash payments can be accepted when a cheque payment is not possible. **Students must take cash payments direct to the Finance Office and it will be receipted in the student's planner.**

Please be aware that your child will require their **own passport** for the visit and an **EHIC** (European Health Insurance Card). If your child does not already have one of these free cards, details for application can be found at <https://www.ehic.org.uk/Internet/home.do>

In order to enable me to book flights I will need your child's full name as it appears on their passport. Please make sure that this is written clearly on the reply slip below.

I will be hosting a meeting in school on Tuesday 10th January, 2017 where I will outline the exchange programme and answer any queries you may have.

If you have any questions in the meantime, please do not hesitate to contact me at school.

Yours faithfully,

Miss D Rafferty  
**Spanish Teacher**  
DRY/SAF/AGE/AES

Headteacher:  
Mr Andrew Cliffe  
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Cheshire CW5 7DY  
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**Payment Slip - Spanish Exchange 2017**  
**2nd Payment - to be paid by Wednesday 11<sup>th</sup> January, 2017**

I enclose £150.00 payment

My payment option is:

- I have enclosed a cheque for £150 made payable to Brine Leas School. *Please post in to the Drop Box at Student Reception.*
- I enclose a cash payment for £150 that my child will take to the Finance Office for a receipt to be provided.

Name of student ..... Progress Group .....

Signed ..... (Parent/Guardian) Date.....

⌘<.....

**Payment Slip - Spanish Exchange 2017**  
**1<sup>st</sup> Payment - to be paid by Friday 21st October, 2016**

I enclose £150.00 / £300.00 payment.

My payment option is:

- I have enclosed a cheque for £150 / £300 made payable to Brine Leas School. *Please post in to the Drop Box at Student Reception.*
- I enclose a cash payment of £150 / £300 that my child will take to the Finance Office for a receipt to be provided.

Name of student ..... Progress Group .....

Signed ..... (Parent/Guardian) Date.....

**Name of Student ..... (as it appears on passport).**