

24<sup>th</sup> November 2017



**‘PGL ARDECHE ADVENTURE 2019’**

Dear Parent/Guardian,

First of all I would like to thank you for your support in securing your child’s place on the PGL Ardeche Adventure. I am sure they are also very grateful for the opportunity we are hoping to give them between us.

Moving forward I would like to remind you of the payment deadlines and expectations over the months leading up to our departure.

A minimum of £200 per child needs to be paid by the school to PGL by the 8<sup>th</sup> June 2018. The deposits you have paid are deducted from this amount therefore if you have paid the £75 deposit we only need an additional £125 by that date. To give us time to bank your payments; the deadline for them being handed into reception is the 1<sup>st</sup> of June 2018. Failure to meet this deadline will mean that your child may lose their place on the trip and it being given to one of the several students on the waiting list.


This money can be paid in instalments or in a lump sum. If you would like to pay more money before this deadline that is also OK.

If your child is eligible for free school meals then the school will contribute £150 towards the cost of the trip. We will take this from the £200 that needs to be paid by the 8<sup>th</sup> June 2018 but you may still wish to make payments during this time to reduce the overall balance.

All payments should be made to reception where they will be recorded on a spreadsheet and your child’s payment card updated as proof of payment. If your child has lost, or does not have a payment card, they can collect a new one from reception at any time.

If you have any questions please don’t hesitate to contact me at school.

Kind regards



Mr. M. Webb  
PE Department

