8th March 2018

Dear Parents

**Year 1 Marsh Farm**

As you are aware, class teachers have arranged for the children from Year 1 to visit Marsh Farm on Tuesday 13th March at a cost of £15.75. Our records show that a large proportion of the year group have still not made a contribution towards this trip which currently means we have insufficient funds to allow it to go ahead.

As we outlined before the end of term last school year, we are no longer in a position to finance this type of activity without sufficient contributions being made. **We therefore request that any parents who have not yet paid, make a contribution of £15.75 BEFORE THE CLOSE OF SCHOOL TODAY (8TH MARCH)** otherwise we will be forced to cancel the trip. This can be made online at [www.payyourschool.co.uk](http://www.payyourschool.co.uk), alternatively you may bring cash/cheque into the school office in a named envelope.

If you are not able to make a contribution, please contact the Finance Office immediately to discuss.

We will confirm tomorrow whether the activity will go ahead and refund any contributions if necessary.

Kind regards

Mrs Orley
School Business Manager