

This matter is being dealt with by: Mrs C Thomson

Headteacher: Mr I Robertson BA, M.Ed
Deputy Heads: Mr D Clark, Mrs J Potter, Mrs C Wardle

Our Ref: CPT/AF



**RICHMOND
SCHOOL**
& Sixth Form College

January 2012

Dear Parent/Guardian

East Barnby Visit – May 2012

As your son/daughter has secured a place on the East Barnby Visit, 8–11 May 2012, I am writing to request the final balance of payments.

Please send a cheque for £144.00 payable to Richmond School, in an envelope with the name of your child, their Tutor group and 'East Barnby' on the front of the envelope; and hand it in to Reception as soon as possible. (The date on the original letter was Friday 20 January so I would be grateful if you would return payment as soon as possible.)

Further details will follow with regard to travel arrangements and equipment/clothing for the visit.

Many thanks.

Yours sincerely

Mrs C Thomson
PE/Outdoor Activity Teacher

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