

# St Mary's Catholic Primary School



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Headteacher: Mrs S Barry

«TodayDate»

«FirstName» «LastName», «ClassName»

Dear Parent/Carer

Re: **Henley River and Rowing Museum**  
**Trip date 14 Mar 18**

Your child has been offered the opportunity to attend **Henley River and Rowing Museum** trip. The voluntary contribution to cover the cost will be **£13.95**. If we do not receive enough contributions the visit may have to be cancelled.

Payment for this trip can only be made online via Scopay. Cash and cheque will not be accepted. **The deadline is two weeks from the date of this letter.**

The children will be travelling to and from the venue by coach. They will require a small ruck sack which should hold their packed lunch with plenty to drink, (no glass bottles or fizzy drinks.) All children should wear their school uniform.

If you have any query or difficulty with payment of this amount, please let us know and we will endeavour to help.

Yours sincerely

The School Office