

01 November 2016

Dear Parent/Carer

YEAR 6 ACTIVITY WEEK 2017

We are now in a position to start a savings payment scheme for the Year 6 Activity Week. The total cost is £204.00 and you may pay by instalments, starting Thursday 10 November 2016, if you wish until the total has been paid. In order to ensure smooth running of the scheme for both you and our office staff, please note the following points:

- Payments may be made in cash or cheque. Cheques should be made payable to SCC KINGSFLEET SCHOOL and cash to be in a **sealed envelope with child's name and amount on the front.**
- BACS system Bank code 30.00.02 Account number 0406901
For the reference please put your child's surname and Mersea.
- You can send in payments weekly, fortnightly or monthly but please only send them in on **Thursdays** as this is the day set aside for this purpose in the office.
- Your cash or cheque should be sent with your payment card in the envelope provided. Please **DO NOT** write on the payment card as this is for office use only. The card will be returned to you after each payment, showing the total paid to date.
- Full payment must be completed by Thursday 18 May 2017

If you wish to take up this payment scheme please return the slip below in order that we may issue you with a savings card.

K Beattie
Headteacher

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Kingsfleet Primary School – Year 6 Activity Week Payment Scheme

Child's Name

I would like to pay for the Activity Week using the payment scheme. Please send me a savings card.

SignedParent/Carer Date