Dear Parent/Guardian

The Business Studies Department is planning a trip to London and Wimbledon in 2016, please find details as follows:

Pupils will require a limited amount of spending money while in Wimbledon and during their additional activity. We do suggest that pupils bring breakfast and a packed lunch for the outbound journey and money for food on the return journey.

**Payment Schedule**

Deposit (non-refundable) £120 by 29 May 2015

3 payments by the following dates: 31 August 2015

31 October 2015

31 January 2016

Deposit should be paid by cheque, thereafter the Council’s online payment system can be used – please see school website for details on how to use this.

**Allocation of Places**

If you would like your child to attend the trip, please complete the attached expression of interest form and return it along with the deposit on 29 May 2015 to the Business Studies Department. No deposits will be accepted before this date. In the event that more than 20 pupils show an interest their names will be placed in a ballot.

**Additional Activities**

Pupils can choose from this list of activities:

If you have any questions or would like more information regarding the trip, please do not hesitate to contact me.

Yours faithfully

Teacher of Business Studies