

Our Ref: PR  
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Date: 15<sup>th</sup> January 2018

**Head Teacher**

Mrs. Karen Greechan  
**St Michael's Primary School and  
Nursery Class**  
Burnbrae Avenue  
Moodiesburn  
G69 0ER

Dear Parent/Guardian

**Communion Retreat**

Many of our Primary 4 children will receive their First Holy Communion this year. The Communion Retreat will be held on Thursday 22<sup>nd</sup> February 2018 at Schoenstatt Centre, Lennoxton. The trip is open to all our Primary 4 children to attend whether they are receiving the Sacrament or not. It is a great day in a beautiful setting. The bus will leave the school at approximately 9.10am and return in time for the children going home at 3pm.

The cost of the Retreat will be subsidised by the school, however the cost to be paid by each pupil is £7. I strongly encourage all parents to pay school trips online via North Lanarkshire's safe and secure online payment system, iPayImpact. This year is a transitional year of making cash payments to receiving all payments for lunches and trips online and in the next school year all payments must be paid online. If you have not already done so, I advise you register your child and familiarise yourself with the website. Please refer to the recent 'School Payments' letter outlining a 'step by step' guide for registering and paying online for school lunches and trips. I suggest that once registered you pay this retreat online. The icon to pay the Communion Retreat will appear at the bottom of your child's account, simply click on the basket icon to pay. Please contact the school office if you require any assistance with iPayImpact. All payments either cash or online must be received by **Monday 12<sup>th</sup> February**.

**Children should take soft shoes with them as outdoor shoes are not permitted in the premises.** Please supply your child with a packed lunch, any child entitled to a free school meal will be provided with a packed lunch.

Unless you notify us in writing we will assume that permission is granted for your child to attend this event. Your child will be issued with an emergency contact form before the event which must be completed and returned to the school.

Yours sincerely



Mrs Karen Greechan  
Head Teacher

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