



MANOR COURT
Community Primary School
Incorporating
Manor Court Early Years Centre

Duck Lane, Chard, Somerset, TA20 2ES

Head Teacher: **Mr L Talmage**
Deputy Head Teacher: **Mr A Clode**

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5th October 2018

Dear Year 6 Parent/Carer,

Re: Year 6 Butlins Residential

The remaining balance of £267.00 is now available on ParentPay to enable you to make further payments.

Payments can be made at any time through your account with the minimum payment set at £10. However, minimum instalments of £53.40 must be received by the following dates to ensure payments are kept inline with the requirements from Butlins:-

17th November
17th January
17th February
17th March
17th April

All outstanding balances should be cleared by the 17th April. You are, of course, entitled to make greater payments than the minimum instalments or pay in a lump sum for the whole amount. Reminders will be sent via ParentPay to ensure your payments are kept in line with the instalments.

If you have any queries regarding the above, please do contact the school office where someone will be happy to help you.

Thank you for your continued support.

Yours sincerely

Mr L Talmage
Head Teacher