

# Colchester Royal Grammar School

Lexden Road Colchester Essex CO3 3ND

Headmaster: K L Jenkinson MA

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February 2010

Dear Parent/Guardian

## **Biology Field Trip, Preston Montford Monday 5 July – Thursday 8 July 2010**

Thank you for the deposit of £50 last term – your son/daughter is now booked on to the trip. The final cost is £260 less the deposit of £50, leaving an outstanding balance of £210.

I would be grateful if this balance could be paid by **Monday 29th March**. Cheques should be made payable to CRGS and should be placed in a sealed and labelled envelope and posted in the letter box by the school reception. It is also acceptable to pay in instalments but the outstanding balance needs to arrive by the above date.

Once these payments have been collected an equipment list, address and departure details will be issued at the start of the Summer Term.

If there are any questions please do not hesitate to contact me.

Yours sincerely

D McMahon  
Head of Biology

Ref: 290090