



THE PARK COMMUNITY SCHOOL

The Park Community School,
Park Lane, Newport, Barnstaple,
Devon. EX32 9AX

Telephone: 01271 373131

Fax: 01271 373167

admin@theparkschool.org.uk

www.parkcommunity.devon.sch.uk

Headteacher: Gareth Roscoe BA (Hons)

London Expressive Arts Trip 2019

Dear Parent/Carer,

With the Christmas period now over, I thought a letter to provide a gentle reminder that the second payment for the London Expressive Arts Trip is now due. The payment dates are outlined below. Please feel free to pay the whole amount as one payment if this is more convenient. Wisepay is the most secure method of payment, however cash and cheques in a clearly labelled envelop are also welcome! Cheques to be made payable to The Park Community School.

At the start of the summer term there will be two meetings to sort out the administration details and room allocation. In the meantime, if your son/daughter is currently studying more than one Expressive Arts Subject (Art, Drama, Music, Dance or Photography), could they drop into the Art office to let me know which is their preference. This will allow us to ensure that they are on the most relevant workshop.

Finally, there is a reserve list for this trip. If your circumstances should change and your son/daughter is no longer able to attend this trip, a full refund can be made available if we have enough notice to fill the space. Ideally a decision will need to be made before 26th April. See table below.

Please keep us informed. Payments must also be made on time and we would welcome some contact if an extension is required.

Yours sincerely,

Katie Phillips
Head of Art and Photography

kphillips@theparkschool.org.uk

| Parent Payment Schedule | Amount | Due Date | Venue Terms and Conditions for Cancellations |
|-------------------------|--------|------------|---|
| Initial Deposit | £20.00 | 02-11-2018 | Non Refundable |
| 2nd Instalment | £40.00 | 03-12-2018 | For Cancellations made between the 26-4-19 - 21-5-19 a 50% refund will be given. Cancellations made after the 22-05-19 are non-refundable |
| 3rd Instalment | £40.00 | 04-02-2019 | |
| 4th Instalment | £40.00 | 04-03-2019 | |
| 5th Instalment | £40.00 | 05-04-2019 | |

