



Havercroft Academy

Cow Lane, Havercroft
Wakefield, WF4 2BE
T: 01226 722484
F: 01226 701351

E: headteacher@havercroftacademy.org
www.havercroftacademy.org

Headteacher: Karen Wakefield
Chair of IEC: Anne Butel

23rd February 2016

Dear Parent / Carer of

I recently wrote to you to let you know that your child had secured a place on the Residential Trip which will take place when your child is in Year 6 in December.

The cost of the trip is £135.00.

A £20 deposit is due now and then you will be able to pay your instalments at your leisure. The full amount of the payment will need to be made on the last day before we break up for the October half term.

We will issue you with a payment card so that you can keep a track of your payments.

Please can you send the £20 deposit in by Tuesday 1st March as we need to send the school deposit payment off to Robinwood and we are waiting for your payment. If you no longer wish to keep the place open then please contact school to let us know.

Yours sincerely

Headteacher