ST BONAVENTURE'S CATHOLIC PRIMARY SCHOOL

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Headteacher: Mrs. Sarah Ballantine MA

November 2019

Dear Parents/Carers of Children in Year 3

Re: One off payment for 2019-20

Every year we ask parents to pay for trips and enrichment activities in a single, one off payment. This payment consists of a contribution towards your child's school trips, DT costs and theatre.

This year's one off payment for Year 3 is £53.36 and is broken down as follows:

- **TRIPS: £15.36**
- **Contribution towards in-house theatre during school year (£3.00)**
- **Small contribution to DT costs (£5)**
- **Contribution to swimming (£30)**

Please make payment for this amount as soon as possible but by **Friday 7th February 2019** at the latest. You can pay in the following ways:

- Online by School Gateway
- By cheque (payable to Bristol City Council). Please mark your child's name, class and one off payment on the back. You may also send us post-dated cheques if you wish.
- By cash in an envelope marked with name, class and one off payment. Please make sure you get a receipt for the payment from the office.

You do not have to pay the total cost owed for your child or children in one go – if it is easier you can split the cost into instalments of your choosing between now and the beginning of February

If you have more than one child at the school and would like a bit longer to pay please get in touch with the office as soon as possible. Any decision about a schedule of payments is at our discretion.

We would like to remind parents and carers that even though this one-off payment is voluntary, we are unable to fund these trips without them since the school has no funding for such activities. Last academic year we had a significant shortfall in payments again, and it is vital that we know about this early enough to be able to cancel trips that cannot go ahead without incurring cancellation costs.

We appreciate that for some families, making these contributions could cause financial hardship. If this is the case, please would you complete an **Enabling Fund Application Form** and return it to the office by **Friday 13th December 2019** at the latest please. The form can be obtained from the office.

Many thanks and best wishes.

Yours sincerely

Mrs Ballantine

Sarah Ballantine
Headteacher