



Manston St James Primary Academy  
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Executive Principal: Mrs Helen Pratten

Principal: Mrs Jane Kent

Respect & Believe

Enjoy & Achieve



28<sup>th</sup> January 2019

Dear Parent/Carer

Boggle Hole Reminder

As you are aware our year 4 pupils will soon be going on their residential trip to Boggle Hole Youth Hostel.

Our records show that your outstanding balance is £\_\_\_\_\_. Please note the deadline for payment of this trip is Friday 8<sup>th</sup> February 2019.

If you feel you cannot pay the full amount prior to the visit, please let us know as we will always try to accommodate reasonable extensions to the payment term.

If you require any other information regarding the residential please do not hesitate to contact your child's class teacher.

Yours sincerely

Shelley Bambrook  
Administrator