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17 December, 2015

Dear Parent/Guardian

Re: Art study visit to Cornwall – 13 – 16 October 2016

I am writing to you regarding our proposed Art study visit to Cornwall next academic year, from **Thursday, 13 October, returning on Sunday, 16 October 2016.**

The visit will form a vital part of the AS course as it provides visual research and first-band critical study, which is an integral part of Unit 1 in the AS course.

As your son/daughter has expressed an interest in the course, and I need to secure the booking, may I politely request a deposit of **£25 by Tuesday, 24 February 2016** to guarantee a place. Cheques for this should be made payable to 'Ripon Grammar School' and taken to room N2 at break. Once we have received the deposit, a Parent Pay account will be set up so you can pay in instalments. A refund will be given if, for whatever reason, your son/daughter no longer wishes to take the subject at AS level.

The approximate final cost of the visit will be **£220**, with the balance due at the beginning of September 2016. If you have any concerns about the cost involved, please feel free to contact the school in confidence.

I do apologise for this early request but this destination is very popular and early booking is essential to secure the trip.

Yours sincerely

Mrs F Henson
Head of Art

Headmaster: Martin Pearman, MA(Oxon), CChem, FRSC

Address: Clothholme Road, Ripon, North Yorkshire HG4 2DG Telephone: (01765) 602647 Facsimile: (01765) 606388

Email: admin@ripongrammar.co.uk Website: www.ripongrammar.co.uk

