

Four Elms Primary SchoolCEO- Mrs L Mitchell
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27th February 2024

Dear Parents/Carers,

Mrs Holah has been working hard to organise payments with individuals for Carrotty Wood. Thank you for working with her on this.

In term 2, I wrote to you about the Grease trip for Class 4, which costs £51. The payment date sent out wasn't authorised at this time. I then looked at how we could adapt the payments for Carrotty Wood to help support parents in paying for Grease.

We adapted the payment schedule to allow two months where parents wouldn't pay for Carrotty Wood but would pay for Grease instead. As we have been investigating payments and communication, it isn't clear where this was communicated to parents as it wasn't set up on MCAS.

The following was the intended schedule:

Deposit by 18th July 2023 - £50

1st Instalment by 30th September 2023 - £20

2nd Instalment by 31st October 2023 – £40

3rd Instalment by 30th November 2023 - £20

4th Instalment by 31st December 2023 - £20

5th Instalment by 31st January 2024 - £25 FOR GREASE

6th Instalment by 28th February - £26 FOR GREASE

7th Instalment by 15th April - £60

Unfortunately, we are behind with these payment schedules. We are going to set up a MCAS payment for Grease totalling £51 and parents will be able to either pay in instalments, or pay the total outright. Mrs Holah will then work with you to organise payment schedules that will work for you.

We need to know numbers for Grease as soon as possible, so we need you to give permission for your child to attend by Monday 4th March. Payments can then follow.

We apologise that we are in the position of the payment schedule not being met, but we are grateful for your support and patience whilst we finalise payments.

I will shortly be sending another letter out about Carrotty Wood arrangements.

Kind regards,

Miss Fermor