

Ref: 082/17

13<sup>th</sup> September 2017

Dear Parent/Carer

**Duke of Edinburgh Bronze Award – Final Payment Reminder**

Further to my two previous letters regarding final payment for the Duke of Edinburgh, I would like to remind you that your payment has still not yet been made.


The cost of the Bronze Award was £141.50 (£25 of which has already been paid). Therefore, I am now collecting the remaining payment of £\_\_\_\_\_ for the Award. Please complete the reply slip below and return to the School Office, together with your final payment. Please make cheques payable to St. Margaret's Academy School Fund.

**Parents or carers experiencing financial difficulties can contact me, in confidence, to discuss the matter.**

If you have already made your final payment please accept my apologies and ignore this reminder.

If you have any queries please do not hesitate to contact me.

Yours sincerely



**Mrs A N Penketh  
Vice Principal  
Director of Ethos & SMSC**

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**Reply slip to: Mrs Penketh – Duke of Edinburgh Bronze Award – Final Payment by 10<sup>th</sup> July**

Student: \_\_\_\_\_ Form: \_\_\_\_\_

I will make payment through Parentmail or cash/chq for £\_\_\_\_\_

Signed: \_\_\_\_\_ (parent/carer) Date: \_\_\_\_\_