Principal: Natalie Christie

Tracyes Road
Harlow
Essex
CM18 6JH

T: (01279) 770800

E: **passmores@passmoresacademy.com**
W: **www.passmoresacademy.com**

3 September 2025

Dear Parent/Carer,

Re: Computing Live - remaining balance

I hope this letter finds you well and you had a fantastic summer.

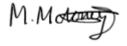This is my first correspondence of this academic year regarding the trip.

As you are aware, the total cost for each individual is £605. Of this, I have already requested £250. I intend to set out a proposed payment plan for the remaining £355, as such, this will work on the assumption that you have paid the £250 currently requested. However, this payment plan is just a guide, and you can pay the total amount in a way that suits you, as long as the total is paid by the deadline I will outline below.

The deadline for the total cost of the trip to be paid by is **Friday 19th December 2025**. This is because we are leaving on the trip in January, so it needs to be paid prior to that, and I wanted to give you all as many months for the payments as possible. As such, my proposed payment plan is:

- September Payment: £95
- October Payment: £95
- November Payment: £85
- December Payment: £80

As stated earlier, there is no need to follow this plan if you wish to pay differently, as long as it is paid by the deadline. This will be available to do from the time you receive this letter and attached with this letter is a guide on how to make the payment on Arbor.

Thank you,

Mr M Moloney
Head of Computer Science
Head of Creative and Technical Enterprise
m.moloney@passmoresacademy.com