



ST ALBAN'S RC HIGH SCHOOL

The Park, Pontypool, Torfaen, NP4 6XG

YSGOL UWCHRADD GATHOLIG SAIN ALBAN

Y Parc, Pontypwl, Torfaen, NP4 6XG

Headteacher: Michael Coady BSc.

23rd November 2015

Dear Sir/Madam,

I am pleased to announce that St Alban's is running a joint Year 7 and 8 Christmas trip to the Celtic Manor Christmas Kingdom on **Tuesday 15th December**, for up to 80 pupils in each year group. We will depart school at 3:30pm and return by bus to the Pontypool Active Living Centre at approximately 6:30pm. Pupils should bring some spending money and a change of clothes to school; they will be given opportunity to change before we leave school.

We will require a **payment of £13.50** to secure your son/daughter's position on the trip, and cover the cost of transport and use of facilities such as ice skating at the resort. Places on the trip will be awarded on a first come-first serve basis on receipt of the payment and completed Form 2 (see overleaf). Please hand completed Form 2s to either Mr Henry or Mrs Blakey. **The final deadline for completed individual payments and submission of Form 2s is Friday 27th November** as final payment must be made to the Celtic Manor the following week.

Our preferred method of payment is via PARENTPAY which is safe, secure and simple. PARENTPAY holds an electronic record of your payments to view at a later date. No card details are stored in any part of the system. You can also make online payments for school meals. Please visit www.parentpay.com, and enter your USERNAME and PASSWORD today. You are encouraged to contact the school office if you have any problems.

Please note that both payment and a completed Form 2 are essential in order to attend the trip.

On a slightly separate note, I would like to draw your attention to the outstanding charity work being undertaken by one of our Year 8 students. Maddy Fitzgerald-Wilkins is currently planning a Christmas party for over 20 elderly people in the local community, so that they do not have to be alone this Christmas. Every year at St Alban's we do a Christmas hamper appeal for disadvantaged people in the local community, so ask that if anyone is able to donate items towards her gift bags, **in addition to** the usual school Christmas hamper donations, they bring them to a special drop off point in reception.

Yours faithfully,

Mr J Henry

Mrs H Blakey

Head of Year 8

Head of Year 7