

REF: MHE/khe/ SLM

6 October 2017

Dear Parent/Carer

**Sri Lanka 2018 - Update Meeting**

We have been able to schedule a visit from Ashika who will be our in-country point of contact for Sri Lanka who is over in the UK for a short period of time. Therefore I would like to invite everyone to the scheduled meeting on **Friday 13 October 2017 at 3.30pm**. I appreciate that this is at short notice and not at everyone's convenience but I feel that this is an excellent opportunity for students and parents to meet and ask any further questions if necessary.

Every student, should they attend or not, will be issued with a comprehensive information booklet that provides further details of the daily schedule in Sri Lanka and hopefully will also provide some insight into the experiences that can be expected during the trip.

May I also take the opportunity to remind you that **final payments** totalling £1800 are due no later than 15 November 2017.

Please could you confirm attendance by completing the attached reply slip and return to the Jupiter Admin Office which will ensure the correct distribute of information booklets to those who are not attending. If your child is attending alone, please make arrangements so that they can get home safely after leaving the academy as the session will continue beyond the scheduled bus times.

Yours faithfully



Mr M Hellyer  
Coordinator of Business and Enterprise  
[matthew.hellyer@wilmingtonacademy.org.uk](mailto:matthew.hellyer@wilmingtonacademy.org.uk)

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**Please return to the Jupiter Admin Office**

Student Name: \_\_\_\_\_ Form \_\_\_\_\_ Year Group \_\_\_\_\_

My son/daughter will/will not be attending the Sri Lanka update meeting at 3.30pm on Friday 13 October 2017.

I/we will also be in attendance: Yes / No

I/we have arranged suitable transportation home for my child should I not be attending: Yes / No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/Carer)