

6 September 2016

Dear Parent/Carer

2016 SPANISH EXCHANGE – TAUNTON/ELS MONJOS

The arrival of our Spanish guests is fast approaching, so I would like to invite you to a meeting to discuss all of the final arrangements for their stay (21-28 September).

The meeting will take place in **J5** on **Tuesday 13 September** at **6pm**. If you are unable to attend this meeting, then I would appreciate your getting in contact by sending me an email BPennington@castle.somerset.sch.uk or telephoning the school (01823 274073).

I would also like to remind you that two payments of £100 each are due, one by Friday 30 September and the other by Wednesday 30 November 2016.

Yours sincerely

Mr B Pennington

Mrs A Court