

ParentMail Email regarding Balance Due For Year 11 Prom

Sent 17 May 2023

Dear Parent Title Parent Last Name

As your young adult enters into this busy exam period, I am writing regarding their forthcoming celebratory Prom on 13th July at Wilton Hall.

Thank you for your payment received to date. This note is a gentle reminder that the full balance is due by Monday 29th May as we are required to make full payment to the venue by 1st June.

If we have not received full payment by this date, unfortunately, your child will not be able to attend and will be removed from the Guest List.

Payments are to be made via ParentMail and can be found by selecting "Payments" from the main menu. From the "Payments" screen, click on "Shop" at the bottom of the screen (has a shopping trolley icon). You may need to scroll down to locate the payment item. If you are having difficulty accessing ParentMail, please contact our Finance Team by emailing finance@buckinghamschool.org.

Please do not hesitate to contact me if you have any questions or concerns.

Kind regards

Mrs L Bateman

lbateman@buckinghamschool.org