

THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai



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EDUCATION

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TO BE THE BEST
THEY CAN BE

7 May 2014

RE: BEIJING RUGBY NETBALL 29 MAY – 1 JUNE 2014

Dear Parent/ Guardian,

We are now in the final stages of making arrangements for this event, practices are well under way and the enthusiasm is building within the squads.

In order to make the appropriate transport reservations I require the following information.

- A copy of each participant's passport. Please scan and email it to me by no-later than Friday 9 May.
- Each participant to complete the total payment of 3000RMB. This must be paid using the payment method detailed on the attached sheet.

I can also confirm the details of the event accommodation:

Traders Upper East Hotel, Beijing

2 Dongsihuan Beilu

NE 4th Ring Road, SE of Xiaoyun Bridge,

Chaoyang District,

Beijing China

100016

Telephone: 8610 5907 8888

If you have any questions please do not hesitate to contact me at s-thorley@bisspuxi.com.

Yours faithfully,

Samuel Thorley

Head of Extracurricular Sport

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PROCEDURE FOR COLLECTION OF MONIES FOR TRIPS, BISCAP, MUSIC LESSONS ETC.

For payments greater than RMB200, please use the following method:

1. **Bank Transfer to The British International School Shanghai 上海英国学校**

Bank province 省市 : 上海市 - Shanghai
Bank City 城市 : 上海市 - Shanghai
Bank Name 银行名 : 中国建设银行 - China Construction Bank
Bank sub branch 银行支行 : 中国建设银行股份有限公司上海华漕支行
- CCB HUA CAO Branch
Bank address 银行地址 : 上海闵行区华漕镇金丰路 492-5 号
- No. 492-500, Jinfeng Road, Huacao, Minhang, Shanghai
Account Number 账号 : 31001628616050003155

- Name of child and to what it relates should be put on the reference (e.g. RJohnson – FOB13) or a copy of the bank remittance should be provided to k-yao@bisspuxi.com. On receipt of funds an email acknowledgement will be provided.

2. **Credit Card or Debit card at either the Finance office at 158 Baole Road or in the uniform shop. A receipt will be provided.**