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September 2014

Dear Parent/Carer

**Educational Visit to Madrid, Spain**  
**Saturday 20<sup>th</sup> June 2015 – Wednesday 24<sup>th</sup> June 2015**

Thank you for forwarding your initial deposits. I have forwarded these to the travel company. I am now in the process of booking our flights and planning our exciting itinerary for this visit – I will be writing to you shortly with the details.

**Payment schedule and flights**

Please could I ask that you pay a further **£200 by 20<sup>th</sup> November 2014**. The remaining amount is due by the end of February 2015. I will finalise the exact amount owing as soon as I have details of the prices of entrance fees and the Madrid travel pass, but it will not exceed £490 and hopefully may even be less.

**Passport and European Health Card**

Your child will require a:

- valid passport
- EHIC

If your child does not have a passport yet, please could you ensure you apply for one well in advance. Application forms are available from the Post Office. The health card can be applied for free of charge online. Please note it can take 4-6 weeks to be processed, so please ensure you apply for this card straight away.

**Itinerary and meeting date**

I will be writing to you shortly with details of our itinerary in Madrid. In addition to this, we will hold a meeting at the beginning of the summer term to finalise trip arrangements.

Thank you for your help and cooperation in meeting the deadlines for payment. Please do not hesitate to contact me if you have any further queries ([hvalentine@wsgfl.org.uk](mailto:hvalentine@wsgfl.org.uk)).

Yours sincerely

Mrs H Valentine  
**Deputy Head of Sixth Form/Trip Leader**

