



Headteacher: **Mr J Grant**
Sackville School, Lewes Road, East Grinstead,
West Sussex RH19 3TY
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May 2017

Dear Parent/Carer

Paris Trip Meeting on Wednesday 7th June 5.00pm-6.00pm

The pre-trip meeting for parents/carers and students will take place on Wednesday 7th June from 5.00pm-6.00pm in the main hall.

It is essential that at least **one parent/carers** and **all students** going on the trip attend in order to receive important information. Please complete and return the reply slip attached to Mr Green.

Passports

All students with their own passports are asked to bring them to the meeting to be handed to me. These will then be stored in the school safe until the trip. We will be responsible for the safe keeping of passports throughout the trip and students will only have them at necessary times when travelling.

EHIC

All students are required to have a valid EHIC (European Health Insurance Card). If they already have one, please bring this to the meeting to be handed in. If not, they need to apply for one as soon as possible and hand in to me when available. Cards can be obtained online via www.nhs.uk/NHSEngland/Healthcareabroad.

Further information regarding the trip will be given out nearer the meeting but you may like to know that we are scheduled to depart from Sackville School at 7.30am on Saturday 1st July and return to Sackville School at approximately 8.00pm on Wednesday 5th July.

Yours sincerely

Mr I Green
Paris Trip Leader





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To: Mr Green – MFL department

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Name of student _____ Form _____

Please tick the appropriate box indicating whether you are able to attend the above meeting.

I/we are able to attend the meeting on Wednesday 7th June

I/we are unable to attend the meeting on Wednesday 7th June

Parent/Carer name (please sign) _____

Parent/Carer name (please print) _____

Date _____

