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October 2013

Dear Parent/Carer

Day Trip to Lille: 6th December 2013

Payment

Thank you for your initial deposit of £15 for this trip. The balance of £37 is required by Friday 8th November. This can be paid online or by posting a cheque, payable to Sackville School, in an envelope into the finance office letter-box. Envelopes must be marked with your child's full name, form and the words 'Lille trip'. Thank you.

European Health Insurance Card

Students taking part in this trip must be in possession of a European Health Insurance Card (EHIC). These can be applied for online:
<http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>
or by phone on 0300 3301350.

If you do apply online, it may be advisable to use the link above. The service is free of charge but some websites do make a charge. It is sensible to leave yourself at least two weeks in order to be sure of receiving the card in time. **Students without an EHIC will not be allowed on the trip.**

Passports

Most students are travelling on their own passports. Those travelling on the collective passport will receive a letter from me during half term. This letter requires an urgent response, please.

Passports and EHICs

It goes without saying that these are important documents. In order to ensure that they are collected safely, all passports and EHICs must be brought to room B13 on Thursday 28th November between 8.00am and 8.25am. Please do not submit these documents at any other time. They will then be kept in the school safe until the trip itself. At the end of the trip, these will be given to students, so please collect them from them as soon as they get off the coach. Thank you.

Final Details

I will write to you with final details about the trip about a fortnight before departure. However, our approximate time of departure will be around 6.00am and we expect to return around 10.15pm.

Thank you for your help.

Yours sincerely

Mr M Bolton
Trip Leader

