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November 2017

Dear Parent/Carer

### **Year 10 History Educational Visit to Berlin 1<sup>st</sup> – 4<sup>th</sup> March 2018**

Thank you for the existing payments towards the trip. It is important that the full balance is paid by Monday 4<sup>th</sup> December as outlined on the initial payment schedule. Can we ask that you contact Mrs Baldwin directly in the finance office on [rbaldwin@sackvilleschool.org.uk](mailto:rbaldwin@sackvilleschool.org.uk) if you have queries regarding payments online or payments by cheque.

The travel company requires students' passport details for booking purposes; therefore, we are asking that students bring in their **passport and their EHC card** to the LRC to be checked by Mrs Wogan no later than **Tuesday 12<sup>th</sup> December 2017**. Students' passports must have at least six months' validity from the date of travel. Please note that Mrs Wogan's working days are **Tuesday to Friday**. Students' passports will be returned immediately to students and we will ask that students bring in their passports to be kept in the school safe two weeks before our departure. Please do let us know if this will pose a problem.

We are looking forward to having an enjoyable and informative trip.

Yours sincerely

Ms A Vance  
**History Teacher**

