



Headteacher: **Mr J Grant**

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October 2015

Dear Parent/Carer

Hamburg 16th–20th January 2016: Year 12 meeting for Parents and Students

Date/time: Tuesday 17th November 2015 at 5pm

Place: Main Hall

Thank you for continuing to forward your money for this visit. It has now been sent to the School Travel Service and our flights have been secured. We would like to remind you of the important meeting that will take place about the trip on Tuesday 17th November 2015 at 5pm. This meeting is very important and we would like students to attend with a parent/carer. The itinerary arrangements are quite complex and involve students using the public transport system in Hamburg, eating in restaurants and socialising with students from our partner school. We feel it is very important that parents and students understand what we are doing, as well as the rules of the trip.

We would therefore urge a parent/carer, as well as the student, to attend. Important information concerning travel arrangements, code of conduct and the itinerary will be given, as well as the amount of suggested spending money needed. Accompanying staff (Mrs Valentine and Mr Whitehead) will be leading the meeting.

Please either bring to the meeting or forward in advance of the meeting:

- your child's health card (EHIC). If you will not need this before the trip, the card will be locked away until we go and returned immediately after the trip
- your child's mobile phone number which s/he will be using on the trip
- a consent form with all details completed (attached)
- a pen/paper to take notes

Passport photocopies

It is vital we have these. If you have not sent in the photocopy of the back page of your passport, please could you do so immediately, marked for the attention of Mrs H Valentine.

Insurance

I enclose a copy of the key facts of the insurance schedule for your information. Should you wish any further insurance for your child, it is up to you to arrange this cover. A complete copy of the policy can be viewed at <http://www.equityschooltravel.co.uk/party-leaders>. You will need the documents for 'trips confirmed before 1st September 2015'.

Thank you for your help and cooperation.

Yours sincerely

Mrs H Valentine
Deputy Head of Sixth Form/MFL teacher

Mr D Whitehead
Head of Sixth Form

