



Headteacher: **Mr J Grant**

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October 2015

Dear Parent/Carer

Hamburg 16th – 22nd January 2016: Year 13 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. We are now in the process of organising placements for students. Our German partner school has just visited us and the teachers have interviewed your child individually so we can secure the most appropriate placement.

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 expectations of the trip. 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. We urgently need from you a photocopy of the back page of your passport. I would be grateful if you could forward this immediately, in an envelope 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'.

Please note: we are unable to provide public liability cover for students in their placements. However, we do visit and risk assess the placements in advance of placing our students in this environment.

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

