



Headteacher: **Mr J Grant**

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April 2015

Dear Parent/Carer

**Educational Visit to Madrid, Spain
Saturday 20th June 2015 – Wednesday 24th June 2015**

Thank you for forwarding your payments for this visit. These have now been forwarded to the travel company.

Meeting date

Please can I remind you there will be a meeting for parents and students on **Thursday 23rd April at 4.30pm** in the P block drama studio. It is very important that a parent/carer and the student attend. I will be informing you at the meeting of the activities we will be undertaking in Madrid, as well as giving you vital details of the trip. Thank you for your cooperation.

Mrs Valentine, Mr Green and Mrs Kirkman will all be going on the trip and attending this meeting.

EHIC and passports

Before the visit and at latest by Monday 8th June, we require you to forward to school your child's:

- passport
- EHIC

These will be locked in the school safe and we will take them to the airport and look after them for the duration of the visit.

Please forward the passport and EHIC to Mr Green in B14.

Mobile telephones

We encourage your child to take to Madrid a mobile phone so s/he can keep in contact with us at all times of the day and night. Please could you bring to the meeting your child's mobile number, so we can add this to our records for insurance purposes.

Thank you for your help.

Yours sincerely

Mrs H Valentine

Deputy Head of Sixth Form/Trip Leader

