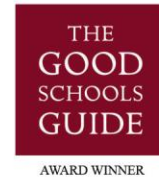




Headteacher: **Mr J Grant**
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November 2016

Dear Parent/Carer

Hamburg 14th–18th January 2017: Year 12
Hamburg 14th–20th January 2017: Year 13
Meeting for parents: Tuesday 29th November 2016 at 5pm

I would like to remind you of the meeting that will take place about the trip on **Tuesday 29th November 2016 at 5pm**. You will receive vital information about the itinerary, accommodation and meal arrangements. Please make every effort to attend. This meeting is very important and we would like students to attend with a parent/carer. I will be leading the meeting with accompanying trip staff.

Please could you bring with you to the meeting:

- your child's EHIC card. We will collect these in and store them safely until the end of the trip. Please note it is a requirement of our insurance that we have this EHIC. If you have not applied for one or if it is out of date, please visit this website for a free EHIC.
<https://www.gov.uk/european-health-insurance-card>
- your child's mobile phone number which s/he will be using on the trip
- any details of medication your child will be carrying
- a fully completed consent form with all details completed (as attached) if you have not already returned it
- a pen/paper to take notes

Insurance

Our insurance is arranged by West Sussex County Council. The details of this policy can be found on the school website under the tab 'Parents' and then 'School trip insurance'. Alternatively, you can follow this link: http://www.sackville.w-sussex.sch.uk/?page_id=26728.

Please take the time to look at the summary of this policy. Should you wish any further insurance for your child, it is up to you to arrange this cover.

Thank you for your help and cooperation.

Yours sincerely

Mrs H Valentine
Trip Leader

