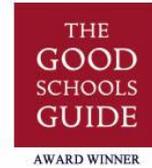




Headteacher: Mr J Grant  
Sackville School, Lewes Road, East Grinstead,  
West Sussex RH19 3TY  
Tel: 01342 410140 Fax: 01342 315544  
Email: secretary@sackville.w-sussex.sch.uk  
[www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk)



March 2018

Dear Parent/Carer and Student

We are in the middle of preparations for the music department's trip to Italy in July and it is looking to be spectacular! Our tour operator is currently securing performance venues around the Lake Garda locality which will be a magnificent backdrop for the concerts; we are also working out timings and destinations for excursions whilst staying in the region. In preparation for the trip, please can you provide us with the following information:

- Please could you check that the passport and EHIC card is valid for the duration of our time in Italy. Once you have checked its validity, please can you take the documents to **Mrs Wogan in the LRC by 29<sup>th</sup> March 2018** where she will collate the details and then return the passports.
- All students will receive a t-shirt for the tour, please indicate on the slip attached the size that is required and the name for the back of the t-shirt. The limit on characters is 10 and it can only be a combination of letters and numbers.
- Each passenger is permitted to carry one piece of hand luggage and one small item (handbag, laptop) on board. Hand luggage must not exceed 56cm x 45cm x 25cm and the small item must be no bigger than 40cm x 30cm x 15cm. Hold luggage is limited to 23kg. If you are bringing your musical instrument then it will need to go in your hand luggage if it is small enough, if it is too big then it will be transported by van on the Saturday before we fly. You are not permitted to bring your own amplifiers, we will use the Fender amplifiers in school.
- Please indicate on the slip attached if you need to put an instrument on the van. All instruments must be well protected in a robust case. For information regarding insurance please click on the following link:  
<https://sackville.w-sussex.sch.uk/parents/school-trip-insurance/>
- If you have any dietary requirements we need to consider then please indicate on the slip below.

There will be more information coming out about the trip as it becomes available and we will have a meeting for parents nearer the time, date to be confirmed.  
In the meantime please encourage students to attend the after school groups that run from 3.00pm-4.00pm:

- Sackville Singers rehearsal
- band/soloists night on Mondays
- Little Big Band on Tuesdays
- orchestra on Wednesdays

We are currently getting a list of dates and times together for choir rehearsals which will be sent out before Easter.





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If you have any questions, please do not hesitate to get in contact, my email address is [heatley@sackvilleschool.org.uk](mailto:heatley@sackvilleschool.org.uk).

Yours sincerely

Mr T Heatley  
**Curriculum Leader of Music**

✂.....

To: Mrs Wogan – LRC

Name of student \_\_\_\_\_ Form \_\_\_\_\_

Name on the back of t-shirt \_\_\_\_\_

Size of t-shirt (please circle):      small                  medium                  large

Will you require your instrument to be taken by van to Italy    yes/no  
(please delete as appropriate)

Do you have any dietary requirements? \_\_\_\_\_  
\_\_\_\_\_

Parent/Carer name (please sign) \_\_\_\_\_

Parent/Carer name (please print) \_\_\_\_\_

Date \_\_\_\_\_

