

9th January 2017

Dear Parent/Carer

Berlin Trip

I am currently in the process of completing the passenger list for the airline and need to have up-to-date passport information. Please send your child's passport into College as a priority to enable me to do so. It should be handed to me directly. Ideally, I would like to keep the passports in College until we depart, but if you need the passport in the meantime, please advise me of this so that I can take a copy of the information I need and return it immediately. The deadline for passports to be in College is Friday 27th January 2017.

I would like to invite you to a parents' meeting that will take place in the Assembly Hall at 6.00pm on Thursday 9th February 2017. During the meeting I will go through the itinerary and answer any questions you may have about the trip. It is important you attend so that you are aware of departure plans and emergency contacts. I will also be distributing information booklets for you and your child to take away.

Please bring your child's EHIC card to the parents' meeting. If your child does not have a European Health Insurance Card (EHIC) please apply for one as soon as possible on-line from www.dh.gov.uk/travellers by post (application forms are available from Post Offices) or by telephoning 0845 606 2030.

If there is any dietary information, medical information or special needs that I should be aware of, please could you either let me know at the parents' evening or email me beforehand. There was a form that was filled in when the trip was launched and I still have this information, but am aware that things may have changed.

Finally, if you are unable to attend this meeting, please inform me in writing or via email so we can ensure you have the necessary information.

I look forward to seeing you at the meeting, but if you have any questions in the meantime, please do not hesitate to contact me by email rmustill@elycollege.co.uk

Yours faithfully



Mrs R Mustill
Year 11 Achievement Lead