



8th May 2018

Dear Parent/Carer

Berlin Trip

I would like to invite you to a parents' meeting that will take place in the assembly hall at 17:45 on Thursday 14th June. 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.

I will need to complete the passenger information that same week and so would appreciate you sending in scans of your child's passport and EHIC in advance of this meeting. If this is not possible, please bring them to the meeting so we can copy them and return them during the meeting. It is essential that your child has his/her passport by this date.

The final instalment of £160 is due by 4th June, therefore, by the meeting date all money should have been paid. If you have any issues with this, please let me know.

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' meeting or email me beforehand. There was a form completed 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.

Yours faithfully

Mrs R Mustill
Year 11 Achievement Lead/Trip Organiser