



23rd May 2018

Dear Parent/Carer

Spanish Trip

As you know, the date for our exciting trip to Madrid is fast approaching so I have arranged a parent information evening for you and your child to attend so that we can give you more detailed information about the itinerary and the trip.

The meeting will be held on **Wednesday 13th June at 5.00 - 6.00pm, in room A23**. It is very important that you and your child attend this meeting as there is a lot of practical information about the trip which we need by law to give you. If you are unable to attend then we will arrange to speak to you in person at another time.

Please can you complete and return the reply slip to confirm who will be attending the meeting, or email me egarciaperez@elycollege.co.uk to confirm your attendance.

Please also complete the attached medical details and activity permission form and bring this with you to the meeting. There will be spare copies of this form at the meeting to complete if needed.

If you have not yet given us your child's passport or EHIC details by taking and emailing a photo of the picture page/front of the card, please would you do so as soon as possible. Without seeing your child's passport page or confirmation of EHIC coverage, we are unable to secure a seat on the flight.

We are lucky enough that excursions to the Amazonia High Ropes venue and also outdoor swimming have been generously included in the overall price by the centre, so there is no need to pay any extra for these activities.

Finally, as a gentle reminder, the last instalment of the trip monies is to be paid by 1st June, which falls in half term. If you have already made this payment, then please ignore this reminder.

Thank you very much indeed. Ms O'Reilly-Turner and I look forward to seeing you at the meeting on Wednesday 13th June. As ever, if you have any questions, then please do not hesitate to contact me.

Yours faithfully

Dr E Garcia
Teacher of Spanish



To: Dr E Garcia – Spanish trip 2018

Name of student: **Form**.....

I will be attending the information meeting on 13th June 2018 at 5.00pm. I will require _____ seats.

Signed (parent/carer).....

Name in capitals

Date

Please return this slip to Dr Garcia in the MFL Department.