



5 October 2018

Dear Parent / Carer

Battlefields Parents' Meeting

We are making the final preparations for our departure on Thursday 22 November 2018.

I would like to invite you to a parents' meeting on Monday 15 October. The meeting will take place in the Assembly Hall at 6pm. In the meeting we will go through the itinerary and answer any questions you may have. It is also important you attend so that you are aware of departure plans and emergency contacts. Please make every effort to be there.

At the parents' meeting, we will be distributing information booklets for both parents and students for you to take away. In return we would ask that you **bring both your child's valid passport and EHIC**. We will take a note of passport numbers for our records and would like to keep hold of them in the college safe until we depart. However, I understand that there may be some students that need them during this time and will take them away when we have the information. *If your son/daughter is of a non-EU nationality, please contact me directly so that I can organise the relevant paper work.*

If you do not wish your child to be photographed whilst away, please let me know in writing. Photographs taken may be used for displays in college or on the college website.

Finally, if you are unable to attend, please inform me via email so I 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.

Yours faithfully

Rachael Mustill

Trip Leader/Year 11 Achievement Leader

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