



7th February 2019

Dear Parents/Carers

History Trip - Berlin April 2019

Please can I remind you that the final instalment of £100 was due on 31st January. If you haven't already done so, please can you ensure that this payment has been made. Thank you to all of you that have already done so.

I need to submit the passenger information and therefore require the passport information of your child. Please can you ask them to bring their passport directly to me if it is not needed before our departure on 25th April, or send a scan of the appropriate page to me by email. If you would prefer to bring it in yourself or photocopy it, these can be dropped off at the main office and I will collect them from there. While the political situation remains unclear, if Britain leaves Europe on 29th March with no deal, we have been advised that there needs to be 6 months remaining on passports in order for passengers to travel. If you are unsure, please use this tool to check a passport for travel to Europe by visiting <https://www.passport.service.gov.uk/check-a-passport> Please do this with some urgency and then get the information to me.

I will be holding a parents' meeting on Monday 4th March at 6pm in the Assembly Hall. 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 email me in advance if you are unable to attend.

Should your child have any medical conditions or dietary restrictions that you did **not** mention on the student information form or the college is not aware of, please email so I can add this information to our database.

Yours faithfully

Mrs R Mustill
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