



Headteacher: **Mr J Grant**
Sackville School, Lewes Road,
East Grinstead, West Sussex RH19 3TY
Tel: 01342 410140
Fax: 01342 315544
Email: secretary@sackville.w-sussex.sch.uk
www.sackville.w-sussex.sch.uk

January 2015

Dear Parent/Carer

Spanish Trip: 30th May 2015 - 5th June 2015

Payments

The final instalment of £65 was due on 5th January 2015. If you have already made this payment, thank you; if not, I would be grateful if this could be paid as soon as possible as we are now due to pass on payments to our tour operator. Payments can be made online or be taken to the finance office. Any payments brought into school should be taken directly to the finance office. Documentation requested below should be given to your child's Spanish teacher.

Consent and Medical Information

Please find a form attached. Please complete the form and return it to your child's Spanish teacher before the end of January. It is essential that all sections are completed. Thank you.

Passports

Most parents have indicated that their child will travel on his/her own passport. If your child does not have a passport, he/she will be included on the collective passport. For those who will travel on a collective passport, a form is attached. Please complete the form and return it to your child's Spanish teacher before the end of January. It is essential that all sections are completed. Thank you. If your child does not have a passport but the form is not attached, please contact me urgently.

European Health Insurance Cards

All students are covered with full medical insurance. However, they are also required to travel with a European Health Insurance Card (EHIC). If your child already has one of these, please check that it will still be valid for the period of the visit. If he/she does not have one, please apply for one. Details of how to apply can be found at <http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC> Please be wary of alternative websites where a fee may be charged.

Meeting

There will be a meeting a few weeks before the trip departs. The date will be confirmed nearer the time. You will be given full details of the itinerary, contact details and other essential information at this meeting. At this point, we will also take in passports and EHICs.

Travel dates

You are reminded that the first two days of the visit fall during the summer half term.





Headteacher: **Mr J Grant**
Sackville School, Lewes Road,
East Grinstead, West Sussex RH19 3TY

Tel: 01342 410140

Fax: 01342 315544

Email: secretary@sackville.w-sussex.sch.uk

www.sackville.w-sussex.sch.uk

And finally...

Thank you so much for your help with all of the above. We would ask that you ensure that all paperwork is fully completed and submitted on time as this makes processing the information so much quicker. Thank you.

Yours sincerely

Mr M Bolton

Trip Leader

mbolton@wsgfl.org.uk

