



Headteacher: **Mr J Grant**  
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January 2018

Dear Parent/Carer

**Berlin Trip Year 10: Thursday 1<sup>st</sup> March – Sunday 4<sup>th</sup> March 2018**  
**Meeting for Parents: Tuesday 6<sup>th</sup> February 2018 at 5pm in the Main Hall**

I would like to invite you to a meeting that will take place about the trip on Tuesday 6<sup>th</sup> February at 5pm in the Main Hall.

You will receive vital information about the itinerary, accommodation and meal arrangements. Please make every effort to attend. This meeting is very important and we would like students to attend with a parent/carer. I will be leading the meeting with accompanying trip staff.

Please could you bring with you to the meeting:

- your child's EHIC card and their passport. We will collect these in and store them safely until the end of the trip. If you require either of these documents between the meeting and the trip please let us know and we can make alternative arrangements. Please note it is a requirement of our insurance that we have this EHIC. If you have not applied for one or if it is out of date, please visit this website for a free EHIC. <https://www.gov.uk/european-health-insurance-card>
- your child's mobile phone number which they will be using on the trip
- any details of medication your child will be carrying
- any dietary requirements
- a fully completed medical form with all details completed (as attached)

**Insurance** Our insurance is arranged by West Sussex County Council. The details of this policy can be found on the school website under the tab 'Parents' and then 'School trip insurance'. Alternatively, you can follow this link:

<https://sackville.w-sussex.sch.uk/parents/school-trip-insurance/>

Please take the time to look at the summary of this policy. Should you wish any further insurance for your child, it is up to you to arrange this cover.

Thank you for your help and cooperation. We look forward to seeing you on 6<sup>th</sup> February.

Yours sincerely

Ms A Vance  
**Trip Leader**

