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November 2018

Dear Parent/Carer

Year 10 History Educational Visit to Berlin 28th February – 3rd March 2019

Thank you for the existing payments towards the trip. It is important that the full balance is paid by Monday 3rd December as outlined on the initial payment schedule.

The travel company requires students' passport details for booking purposes; therefore, we are asking that students bring in their **passport and their EHIC card** to the LRC to be checked by Mrs Wogan no later than **Tuesday 4th December 2018**. Students' passports must have at least six months' validity from the date of travel. Please note that Mrs Wogan's working days are **Tuesday to Friday**. Students' passports will be returned immediately to students and we will ask that students bring in their passports to be kept in the school safe two weeks before our departure. Please do let us know if this will pose a problem.

In addition, please complete the attached parental consent form including specific details of any dietary requirements and return to the **History Department** by Tuesday 4th December.

We are looking forward to having an enjoyable and informative trip.

Yours sincerely

Ms A Vance
History Teacher

