January 2020

Dear Parent/Carer

**Year 10 Trip to Berlin - Thursday 27th February to Sunday 1st March 2020**

**Parent Meeting to be held on Monday 27th January 2020 at 4.30pm in**

**room P01**

I would like to invite you to an information meeting that will take place on Monday 27th January at 4.30pm in room P01.

At this meeting 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 the following information with you to the meeting:-

* your child’s EHIC card and their passport. We will store these 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 the EHIC card. If you have not applied for one or if your current card is out of date, please visit this website for a free EHIC.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

**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.

Yours sincerely

Ms A Vance

**Trip Leader**