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September 2014

Dear Parent/Carer

Year 9 Study Visit to Germany

Thank you to all the parents who have paid each instalment promptly.

INFORMATION EVENING

We would like to invite you to an information evening about the trip. This will allow us an opportunity to give you more details and information and answer any queries that you still have. This evening will take place on **Monday 22nd September at 6pm in the main hall**. Please arrive on time to ensure a prompt start. We envisage the meeting to last no longer than one hour. **It is essential that this evening is attended by your child and at least one parent/carer.**

FORM E111/EHIC

For insurance purposes, each student must also provide a European Health Insurance Card (EHIC). This replaces the old form E111, which is no longer valid. Please ensure that your child has such a card. These can be applied for online at:

www.dh.gov.uk/PolicyandGuidance/HealthAdviceforTravellers/fs/en

Please pass EHICs directly to me in a sealed envelope with your child's name and form as soon as possible and no later than **Friday 3rd October**.

PASSPORTS

Students will be travelling on their own passport. However, for security reasons, please could all passports be handed in to me directly, again in a sealed envelope so that they can be kept safe for the duration of the trip. Until we depart, passports will be kept in the school's safe. Passports may be passed to me as soon as is convenient to you, but please ensure that I have them no later than **Friday 3rd October**.

Thank you in advance for your help and I look forward to seeing you on Monday 22nd September.

Yours sincerely

Mr T Leahy
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