



## Record of school email sent

**Recipients:**

Parent/Carer of year 9/10 students on French trip

**Subject:**

Meeting for parents

**Message:**

Dear Parent/Carer

I would like to invite you to a meeting about the year 9/10 French trip on Monday 18<sup>th</sup> March at 5.30pm, in the main hall at school.

I will give you final details about the journey, what we are doing and what to bring.

Please could you hand in your child's passport and EHIC card at this meeting; we will then keep hold of them until we return.

Please confirm you are able to attend the meeting by emailing me at [lstewart@sackvilleschool.org.uk](mailto:lstewart@sackvilleschool.org.uk)

Kind regards

Liza Stewart