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January 2015

Dear Parent/Carer

**Year 9/10 Madrid educational visit: 20<sup>th</sup> -24<sup>th</sup> June 2015**

**EHIC document request**

I would like to ask you to forward me either a scan or a photocopy of your child's EHIC card as soon as possible. I am in the process of completing insurance documents and need to verify I have seen this document before I can complete this.

If submitting a paper copy, please could your child hand this to me directly (room T04) or via your child's Spanish teacher.

If your child does not have an EHIC yet, please could you ensure you apply for one straight away. It can be applied for free of charge online.

**Payment and final amount**

Please can I remind you that final payment is due by **Wednesday 25<sup>th</sup> February 2015**.

**Meeting date**

As previously stated, the meeting for parents and students will take place on **Thursday 23<sup>rd</sup> April at 4.30pm** in the main hall. I have given plenty of notice of this date as it is very important that a parent/carers and the student attend. Thank you for your cooperation.

Please do not hesitate to contact me in case of queries ([hvalentine@wsgfl.org.uk](mailto:hvalentine@wsgfl.org.uk))

Yours sincerely

Mrs H Valentine  
**Deputy Head of Sixth Form/Trip Leader**

