



Dear Parent/Guardian,

In preparation for your child's trip to Spain, I would like to invite you to a meeting on **Tuesday 17th May 2016**, in the Main Hall of the school at **6:00pm**, and last approximately 45 minutes.

During the meeting you will receive:

- Trip itinerary
- Information pack
- Medical Form - Please complete this no earlier than 14 days before we depart for Spain, and return it to Reception.
- Answers to any questions/queries you may have

I will also be requesting at the meeting current home and mobile contact numbers for yourselves along with your child's mobile number. Please bring these details with you.

I look forward to seeing you soon.

Yours sincerely,

Mr R Cole
Subject Leader of Geography

Key Information reminder for you:

Passport

- Your child requires a full passport that is in date for the visit to Spain. I need these to be brought in to the school reception 6 weeks before we travel (which will be **Tuesday 3rd May 2016**) in order for the passport details to be passed on to the tour operator. The passports will be stored securely in the school safe.

EHIC Card

- EHIC card- this is the replacement card for the E111 card. It can be completed online (www.nhs.uk), for free and takes 7 working days to arrive. This document is vital and similarly to the passport I will need these handed in to school reception by **Tuesday 3rd May 2016**. The EHIC cards will be stored securely in the school safe.

Medical Forms

- You are required to complete up to date Medical forms no more than **14 days before departure**.



Reply Slip to be returned to Reception by Tuesday 10th May 2016

Parental meeting for Year 9 Residential visit to Costa Brava, Spain – Tuesday 17th May 2016, Main Hall.

Please complete the following:

Student's Name: _____ Tutor Group _____

- I/We will be attending the meeting
- There will be (please indicate the number of people) of us attending the meeting.
- I/We will not be attending the meeting:

