

5th January 2018

Dear Parent/Carer

Re: Third Reich History Study Tour ~ 7th - 15th February 2018

You are invited to attend an information evening about the above trip on **Wednesday 17th January, between 6.00pm to 7.00pm**. This will give you the opportunity to meet the staff involved in the visit and to ask any questions or to raise any concerns that you may have. The meeting will be held in the Main Hall. You will be receiving an information booklet informing you of the times of departure and emergency contact numbers at the information evening. If you cannot attend, then I will ensure that a copy is sent home.

Please can you also bring your son/daughter's **passport** and **EHIC card** to the meeting so that photocopies can be made to take on the trip. You will have the passport returned at the end of the meeting. I will keep the EHIC cards until we return from the trip. I have also attached a medical questionnaire to this letter. Please can you complete it and return to me either before or at the meeting on Wednesday 17th January.

To give us an indication of numbers, I would be very grateful if you could return the reply slip below.

We look forward to seeing you. If you have any immediate concerns in the meantime, please do not hesitate to contact me.

Yours faithfully

Mr P Barrett

Assistant Headteacher

Reply slip: Third Reich History Study Tour ~ 7th - 15th February 2018. Please return to Mr P Barrett

Student's name : **Tutor group:**

I will/ will not be attending the information meeting on **Wednesday 17th January**. Please indicate the number of people who will be attending. Numbers.....

Signed:
Parent/Carer

Date:.....