

10<sup>th</sup> September 2019

Dear Parent/Carer

A meeting has been organised for the Parent/Carers of students who are going on the trip to Paris in October.

This meeting will take place in the **Drama Hall, Wednesday 2<sup>nd</sup> October at 5pm**

You will have the opportunity to meet staff accompanying the students on the trip and the final itinerary and instructions will be available.

Please bring Passports and EHIC cards into with you to the meeting so they can be kept for safekeeping at the school in readiness for the trip. They can be given in at Reception or handed to myself in E1 if you are unable to attend. All Passports and EHICs need to be with us in school by Friday 11<sup>th</sup> October.

If your child does not have a valid EHIC, they can be applied for here:

<http://www.nhs.uk/nhsengland/healthcareabroad/ehic/pages/about-the-ehic.aspx>

The cards are free and take approximately 7 days to arrive.

If you have any queries relating to the trip or you are unable to attend the meeting, please do not hesitate to contact me.

Your sincerely

**Jane Burns**

Assistant Director of Communications