

Dear Parent/Carer

26 April 2018

**Study Visit to Berlin and Krakow**

Final arrangements for this visit are now well in hand, and I am writing to you to invite you to a meeting with your child on Thursday 10 May at 6.30pm in the small hall so that I can give you all of the final details and arrangements. You will also have a chance to meet the accompanying staff and ask any questions.

As your child will be travelling on their own passport for the trip, please can you bring this with you to the meeting. Also, they will need a European Health and Insurance (EHIC) card. If they don't yet have one of these, you can apply for one online at [www.ehic.org.uk](http://www.ehic.org.uk). Please also bring this with you to the meeting.

Once you have had the final details, I will ask you to complete/sign an EV5 visit consent form and a residential Code of Conduct form.

In addition, please be reminded that the final payment for the trip is now due. Thank you if you have already paid in full.

I look forward to meeting you on Thursday 10 May. Please complete the attached form and return it to me by Thursday 3 May.

Yours sincerely

**Miss N Murnin**  
**Head of Humanities/Party Leader**

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**Study Visit to Berlin/Krakow - Please return slips to Miss Murnin**

Student's name: ..... Form:.....

\*I/we will/will not be able to attend the meeting on Thursday 10 May at 6.30pm.

*\*Please delete as appropriate*

Signed ..... Parent/Carer Date: .....