



November 2018

Dear Parent/Carer

## **History Study Tour to Berlin – 18 - 20 February 2019 Information Evening and Request for Documents**

I am writing to invite you to an information evening about the trip to Berlin; this will take place on Wednesday 9 January 2019 at 7.00pm, in Room 113.

Prior to this meeting, we are required to provide our travel company with passenger information. Please send the following documents in to school, marked for the attention of Sarah Gilbert, **by Friday 7 December:**

- A photocopy of the personal details page from your son/daughter's passport
- A photocopy of your child's European Health Insurance Card
- The attached Medical Information, Consent and Student Contract form, completed and signed by you and your child.

I would also like to take this opportunity to remind you to check that your child's passport is in date and that it is valid for 3 months after the date of return, ie until 20 May 2019.

If you are unable to attend the meeting, the presentation from the evening will be sent out shortly after the event.

I look forward to receiving the above documents and to seeing you on Wednesday 9 January 2019 at 7.00pm.

Yours sincerely

David Church  
Head of History