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Headteacher : Tony Smith BA

Your Reference : Our Reference : :j:/trips/MFL/Y8 Trips/Germany Info Evening

April 2017

Dear Parent/Carer

**Year 8 Parent Information Evening for the Trip to Germany
Wednesday 3 May 2017 at 6.00pm**

I am writing to inform you that we will be holding an Information Evening on **Wednesday 3 May** regarding the Year 8 Trip to Germany. The meeting will take place in the **Lecture Theatre**. It will begin promptly at 6.00pm and should not last more than 30 minutes. Please could you complete and return the reply slip to me c/o Reception by **Friday 28 April at the latest**. It is essential that an adult representative attends the briefing as important details and safety issues regarding the trip will be discussed.

I would like to use this opportunity to ask that you check that your child has a current passport (visa, if required) and EHIC card. You can apply for the EHIC card on line at www.ehic.org.uk or at the post office but please allow time for processing your application.

As the group leader on the trip, I will be hosting the meeting, along with Mrs Cronin and Mrs Brown.

Yours sincerely

Paul Trudgian
Trip Organiser

X.....

**To: Mr P Trudgian, c/o Reception, Priory School, Mountfield Road,
Lewes, BN7 2XN
Year 8 Trip to Germany (Monday 22 May – Friday 26 May 2017)**

**Information Evening
Wednesday 3 May 2017 at 6.00pm**

Student Tutor group

Number of people attending the meeting

Signed Date

Parent/Carer

