

Dear Parent/Carer,


I would like to invite you to an information meeting regarding the Berlin trip of 19-22 February 2015, to be held in the Sixth Form Common Room at 6pm on Monday 2nd February 2015. The meeting should last less than one hour.

The aim of the meeting is to provide information such as essential timings, flight details, tour itinerary, Tour Company and school insurance, clothing and packing list, as well as emergency contact details and procedures. We also will be giving parents/carers the opportunity to meet the members of staff, and to ask any outstanding questions before the trip.

The final payment up to the total balance of £480 was due at the start of term in January. Please hand in any outstanding payments as soon as possible. A medical and a consent/behaviour form is also due in as soon as possible.

If you have any further questions, please do not hesitate to contact me.

Yours faithfully,



Miss Tranter
Head of History and Politics