

Our Ref: ASH/sck

20th April 2018

Dear Parents/Carers,

Re: Verona Trip - Parent Information Evening - 6pm - Wednesday 25th April 2018

I would like to invite you and your child to an information evening on Wednesday 25th April 2018, at 6pm.

On the evening, could I please ask that you bring the following documents along with you so we can make sure we are prepared for the trip:

- **Travel document - Your child's passport** – this will be kept by us until the date of the trip, locked in a secure safe at all times. If there are any students without a UK or EU passport please inform me as soon as possible as additional paperwork may have to be filled out.
- **EHIC Card** - This card replaced the old E111 card and allows you to access state-provided healthcare in all European Economic Area (EEA) countries at a reduced cost or sometimes free of charge. You can apply online through the NHS website for a **free** card. Some websites may charge an administration fee for this card but is **free** when using the following NHS website:
<https://www.ehic.org.uk/Internet/startApplication.do>.
All students will need an EHIC card for insurance purposes.
- **OV7A form** - I have attached this form for you; it provides us with emergency contact details for yourselves and other important information. Could I kindly ask that you to fill this out and bring it on the evening.
- **2 x Passport size photos of your child**

During the evening I will run through an approximate itinerary for the trip, as well as discussing spending money requirements.

Please feel free to contact me at school if you have any questions regarding the trip, otherwise I look forward to seeing you Wednesday 25th April 2018.

Yours faithfully

Mr A Smith

Second in English

Att.