

24 January 2020

NQ/DF

Dear Parent/Carer

Berlin Visit March 2020

I would like to invite you to the Information Evening regarding this visit that will take place on **Wednesday 12 February at 6pm in Main School Hall**. It is essential that all boys and at least one parent or carer attend this meeting. It should not finish later than 7pm. The purpose of the evening is to cover the following:

- The finalised itinerary with travel times and details;
- A suggested kit-list;
- Accommodation arrangements;
- The Code of Conduct that will apply and our expectations of the boys;
- Safety and security arrangements and emergency contact details;
- Suggested currency needs and how to obtain currency without paying commission;
- All essential information will be contained in the Student Visit Handbook.

Please find attached a medical form that you will need to fill in and return at the meeting.

Your son needs to bring a valid European Health Insurance Card (EHIC) to the meeting for collection by the staff. If he does not have a card, an application can be obtained from the Post Office or completed online.

I would also like to collect passports at this time, which will be locked in the school safe until we go.

If you cannot attend, please ensure that your son brings in these three items as soon as possible.

Yours faithfully



Mr N Quinton
Head of History

Enclosure