



2nd February 2018

Dear Parents

Humanities Trip 2018

Please find attached a form requesting advanced passenger information (API) and medical consent for our trip. I would be very grateful if you would complete the form and return it to the front office no later than Thursday 8th February as the API needs to be submitted to Eurotunnel somewhat in advance of our departure!

I intend using the medical / dietary information, currently held on the School's database, along with all the contact telephone numbers you have provided to the School. Should you feel that any of the information may no longer be relevant or requires updating, I should be most grateful if you would contact Mrs Sarah Windle prepsec@townclose.com as soon as possible. This is particularly important should telephone numbers (including emergency phone numbers) have changed. Equally, it is vital that we are aware of any changes to your child's medical history or dietary requirements.

May I remind you of the importance of an up-to-date European Health Insurance Card (EHIC). These are free and can be ordered online at ehic.org.uk. Please ignore any sites who wish to charge you. Your child must also have a valid passport and I urge you to check their expiry date!

I will be writing to you next week with a great deal of practical information regarding the trip along with details of our exciting itinerary. I will be holding a 'meeting/briefing' session for parents and Year 6 pupils on Thursday 22nd February at 4.15pm in the Read Hall. This will be followed by an opportunity for any parents to pop into my classroom after the meeting for a confidential chat about any 'issues' you may wish to discuss regarding the trip and your child.

Finally, a 'heads-up' regarding departure and return times. Depart on Sunday 11th March from Town Close, Ipswich Road 7.15am – 7.30am. Return on Friday 16th March at 5.00pm approximately – to be confirmed but probably Hall Road Retail Park.

With best wishes

Yours sincerely

Richard Kendrick