



12 April 2013

Dear Parent

**ADVANCE NOTICE OF MEETING FOR FRENCH TRIP**

I am writing to inform you of the date of the Parents Information Meeting for our forthcoming French Trip.

The meeting will take place on **Tuesday June 4<sup>th</sup> at 6pm in the Lecture Theatre in C Block**. I anticipate that it will last approximately one hour.

It is crucial that you and your son/daughter attend this meeting because extra information will be given out about the arrangements of the trip and it will be an opportunity for you to ask any questions that you may have. Please could I suggest that you bring a pen with you?

If you will be unable to attend this meeting I would be very grateful if you can please let me know in advance. I will then be able to arrange for the additional paperwork to be sent to you. Otherwise I look forward to seeing you on June 4<sup>th</sup>.

I would also like to take the opportunity to remind you that the medication form, a copy of your son/daughter's photograph page of their passport and a photocopy of their EHIC card is needs to be provided to Student Services by Wednesday 17<sup>th</sup> April. Lastly, the final balance for payment is due on Friday 19<sup>th</sup> April. Thank you very much if you have already done this.

Please do contact me if you have any further queries.

Yours faithfully

Mr R J Scott

Trip Leader

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