



1 October 2018

Dear Parents and Carers

**Re: Year 9 Christmas Market Trip to Cologne, 10-14 December 2018**

I would like to invite you to the important information evening regarding the trip to Cologne that will take place in the North Hall on **Thursday 8 November at 6:00 pm**. Please complete the slip below and ask your child to return it to Mrs Mercer by Monday 15 October. You will receive key information such as a detailed itinerary, with departure and arrival times, clothing and equipment list and will also have the opportunity to update any medical information and ask any outstanding questions. Whilst not obligatory, pupils will find it very useful to attend this meeting. If they do so, they do not have to wear school uniform.

**IMPORTANT DOCUMENT TO BRING TO THE MEETING:**

**I will collect in the pupil's EHIC cards at the meeting and keep them safe until our departure. It is your responsibility to apply for this, either through the Post Office or the NHS website and bring this card to the meeting. Without this card, your child will not be able to come on the trip. Can you please also bring a photocopy of your child's passport.**

I would also like to remind you that it is your responsibility to ensure that your child is ready to leave at the correct time on the morning of Monday 10 December with his or her passport for the trip. We will not be in a position to wait for any pupil who is late, or if he or she does not have the correct documents to travel. **The cost of the trip does not allow for visas or passport applications and all these costs must be borne by parents.**

I look forward to meeting you on Thursday 8 November, but in the meantime, if you have any further queries, please do not hesitate to contact me at the school on 01277 238300 or email me at [imercer@st-martins.essex.sch.uk](mailto:imercer@st-martins.essex.sch.uk).

Yours sincerely

Mrs I Mercer  
**Teacher of MFL/ Trip Leader**

PLEASE COMPLETE AND RETURN TO:

Mrs Mercer, Modern Foreign Languages Teacher

**By Monday 15 October**

I am aware of the important information meeting to be held on Thursday 8 November at 6pm in the North Hall.

(Please delete as appropriate)

- I will attend this meeting
- I am unable to attend but take full responsibility for liaising with the trip leader to find out key information.

Signed: \_\_\_\_\_

Please print your name: \_\_\_\_\_

Name and form of child: \_\_\_\_\_