Date

Dear Parent/Guardian

**Re: Year 8 Humanities Visit to the WWI Battlefields of France and Belgium**

**20th to 22th October 2014**

I have organised a Parents’ Information Evening in the School Theatre for **Tuesday** **9th October from 7.00pm to 8.00pm.** Myself and SENIOR TEACHER will go through the arrangements and itinerary for the visit including accommodation and rooming. We will be able to answer any questions or queries you may have about the trip. Students should attend the meeting in School uniform and it is important that at least one adult attends with them. Please email me at EMAIL ADDRESS to confirm that you will be attending this meeting.

We will be visiting several memorials on the visit. If you would like your child to visit a particular memorial or place with which the family has a connection, please provide details on the evening and we will endeavour to do what we can to visit it. It is important to have this information prior to the visit to allow us time to contact the tour company about the possibilities of a visit. You can do some family research on the Commonwealth War Graves Commission web site at <http://www.cwgc.org/>

I would like to remind you that your child must have his/her own passport and medical insurance. I also need to know if their passport is non EU. The EHIC form is available from Post Offices or online at the following site; [www.eu-medicard.com](http://www.eu-medicard.com) Please bring both passport and EHIC card to the meeting and they will be kept safely and returned when we arrive back at School on DATE

I look forward to seeing you at the meeting.

Yours sincerely

NAME

**Visit Coordinator**