

HaileyburyTurnford

13th January 2020

Dear Parent/Carer

Barcelona trip meeting - Tuesday 25th February

I am writing to invite you to a parents meeting on Tuesday 25th February in Hu2 at 5.00pm.

The purpose of this meeting is to collect student passports and EHICs. These will be stored securely in the school safe until departure.

This will also be an opportunity for you to ask any questions you may have regarding this visit.

Please can I also ask that you complete the attached consent form and return it to myself, no later than **Friday 24th January**, to ensure that I have up to date medical and contact information as well as students correct passport numbers, to complete the online check in process prior to our meeting.

If for any reason you cannot attend this meeting and your child is unable to attend independently please can you contact me by e-mail at morgane@haileyburyturnford.com to arrange a more convenient time to collect the necessary documents and information required for this visit.

Yours faithfully

Mrs E Morgan

Faculty Leader – Humanities

