

27th February 2017

Dear Parent/Guardian

Year 8 and 9 Summer Languages Visit to Madrid – 19th – 24th July 2017

Thank you for your payments so far for your child’s place on the trip to Madrid in July and for completing the relevant forms. Please note that the flights have now been booked and the final price has been confirmed as £530. The payment deadlines to date, and forward, are as follows:

Deadline	Amount due
16th November 2016	£100
1st December 2016	£100
1st February 2017	£100
1st March 2017	£100
3rd April 2017	£50

I would be grateful if you could ensure that payments are up to date and that if you still have forms to complete, that these are returned to the Finance Office as soon as possible:

- Visit Consent Form (C2) and Emergency Contact Details
- Personal and Medical Information and Consent Form (C3)
- Good Behaviour Contract.

Please see the details below about flight times and luggage allowance:

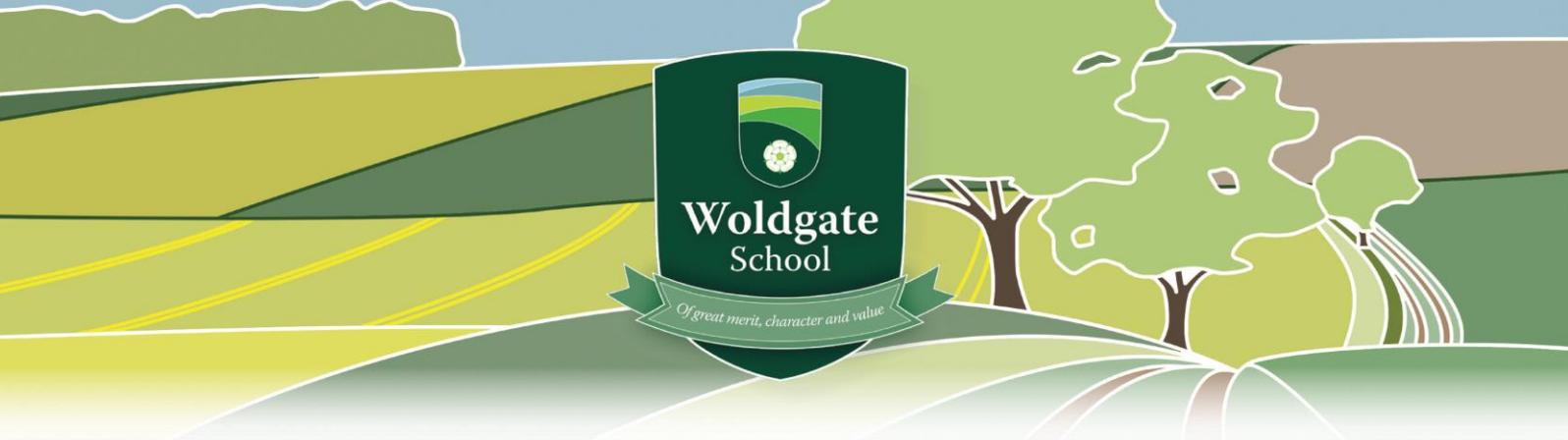
Flights

Departure Date	Departure Airport	Departure Time	Arrival Date	Arrival Airport	Arrival Time	Airline	Flight Number	Locator
20/07/2017	Manchester International Airport	06:30	20/07/2017	Madrid Barajas International Airport	10:05	RYANAIR	FR3187	MT1K5N
24/07/2017	Madrid Barajas International Airport	10:40	24/07/2017	Manchester International Airport	12:20	RYANAIR	FR3186	MT1K5N

Luggage Allowance

Each person on the flight will be entitled to:

Hand Luggage: One piece not exceeding 10 kg and no bigger than 55 cm x 40 cm x 20 cm and one small bag no bigger than 35 cm x 20 cm x 20 cm
Checked Luggage: One piece not exceeding 15 kg



May I remind you that all pupils will travel using their own passport, which must be in date. Therefore, I would be grateful if your child could hand in to the school reception a photocopy of their passport (the page that shows their photo, name, date of birth and passport expiry date) by **Monday 13th March**. If you do not have access to a photocopier, please ask your child to take their passport to reception where it can be photocopied. I am not asking for passports to be handed in at this stage, just a photocopy.

Furthermore, our insurance dictates that every pupil needs a European Health Insurance Card (EHIC). Please can I have a photocopy of this when your child brings in a copy of their passport. If your child does not have an EHIC, you can apply for this online at <https://www.gov.uk/european-health-insurance-card>.

As the trip draws ever closer I would like to invite you to an important meeting on **Tuesday 2nd May at 6:00 pm in the Hall**. This will be a short meeting, where I will run through the itinerary of the trip and give other necessary details. There will also be the opportunity for you to ask any questions, which you may have.

I look forward to meeting you soon; if you have any questions prior to the meeting please feel free to contact me via email.

Yours sincerely

Ms R Cope
Head of MFL
(rcope@woldgate.net)