

Tomlinscote School & Sixth Form College

A Specialist Language College



25th April 2017

Dear Parents/Guardians Wednesday 4th May at 6.30 in the beehive

History Trip to Berlin Saturday 15th –Tuesday 18th July 2017

I would like to invite you and your son/daughter to attend an information evening on **Wednesday 24th May at 6.30 pm in the Bee Hive**. The meeting should be a maximum of thirty minutes and will outline information about the sites we will visit, what to bring and expectations of the students whilst away. I will provide documents to take away regarding the itinerary and what to pack. Any other questions/queries will be dealt with at the end of the meeting.

All students need to travel with their own valid passport. The travel company and some of the visits require passport details for all students before they travel, therefore if you have not provided the school with a photocopy of your son/daughter's passport it is vital that you do so as soon as possible or by the latest the 24th May. All students should have a valid EHIC card of which we also require a photocopy. This will entitle students to emergency health care while we are away, and they will not be allowed to travel without one. EHICs can be obtained online or from the post office.

I will not be collecting passports or EHICs from students prior to the trip as I do not have anywhere secure enough within the school to store them. Students should bring their passports and EHICs with them on Saturday 15th July. Students will be allocated a team leader who will check that they have their passport and EHIC when they arrive at the airport. During the trip all passports will be secured in a safe at the hostel.

I look forward to meeting you all on Wednesday 24th May.

Yours sincerely

Miss Ellis
History Department

*Executive Principal: Mr I M Hylan MA BSC
Tomlinscote Way, Frimley, Surrey GU16 8PY*

Email: Office@tomlinscoteschool.com web: www.tomlinscoteschool.com Tel: 01276 709050 Fax: 01276 709060

Surrey Heath Education Trust trading as Tomlinscote School & Sixth Form College is a charitable company limited by guarantee registered in England and Wales (registered number 8621310).

Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.

