

Contact: Mrs Barber

Ref: PKI/SNI

31st May 2019

Dear Parent/Guardian

Costa Brava Residential July 2019

With the departure date for this year's Academy residential to Costa Brava approaching, I feel it is appropriate to inform you of some key dates and information relevant to your son/daughter's trip.

The meeting for parents/guardians will be held on **Thursday 13th June 2019 at 5.30 pm** in the **Lecture Theatre**. During this meeting, details will be provided about the residential and advice given about what students will need to take with them. There will also be an opportunity to ask any questions or speak to a member of staff attending the trip. I would be grateful if you could return the reply slip below to Mrs Barber by **Wednesday 5th June 2019** to indicate your attendance to this meeting.

For this residential, EHIC cards and passports are now being collected in. Please place your son/daughter's passport and EHIC card in a sealed envelope, labelled with their name, tutor group and trip destination. This should be handed into the Finance Office by **Friday 7th June 2019**. These will be stored securely until the trip departs and returned to your son/daughter on the return journey, before they arrive back at the Academy.

I thank you for your cooperation in this matter as it allows the trip leaders to have all the necessary documentation at hand when leaving and entering the UK.

Yours sincerely

P Kirkbride
Principal

Brooke Weston – Reply Slip
Residential meeting – Costa Brava

Student's Name **Tutor Group**..... **Roll No**

Please tick as appropriate.

- I/we **will** be attending the meeting about the Lanzarote residential on **Thursday 13th June 2019 at 5.30 pm** in the Lecture Theatre.
- I/we **will not** be attending the meeting about the Costa Brava residential on **Thursday 13th June 2019 at 5.30 pm** in the Lecture Theatre.

Signed **Dated**