

Please contact: Mr D Clarke

Friday 31st Many 2019

Dear Parent/Guardian

Normandy Residential July 2019

With the departure date for this year's Normandy residential approaching, we will be holding a briefing meeting for all parents/guardians where we will share the final details for the forthcoming residential.

This meeting will be held on **Thursday 13th June**, at **6:00pm** in the Weston Theatre. Travel departure and arrival times, along with a detailed itinerary for the trip will be shared. We will also take this opportunity to advise students about things that they may wish to take with them. This meeting will also give parents and students the time to raise any issues which they would like clarification on prior to departure. I would highly recommend that all parents/guardians attend this briefing to ensure they are fully informed about all aspects of the trip.

For the Normandy residential, EHIC cards and passports are now being collected in. If your son/daughter has not brought this important documentation into school, I would ask that this is done before **Friday 7th June**. Please place your son/daughter's passport and EHIC card in a sealed envelope, labelled with their name and tutor group. This should be handed into the Finance Office. These will be stored securely until the trip departs and returned to your son/daughter on the return journey, before they arrive back at Brooke Weston.

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

Mr P Kirkbride
Principal