



Backwell School

An Ofsted Outstanding School
A National Teaching School

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April 2019

Dear Parent/Carer

Enrichment Week 2019 – Sorrento Trip

We have arranged a meeting on **Monday 29 April at 7.00 pm** in the **Sixth Form Theatre**. This will give you the opportunity to meet the members of staff taking part in the trip and to ask about any issues which may be worrying you.

There will be a short presentation about the trip with departure details, etc., and then we will split into two groups in order for you to meet the staff who will be in charge of your son/daughter and to ask questions in a more informal and manageable group size.

It is vital that every student involved in this visit has someone present at this meeting to collect the information and hear about the trip. **Please ensure that your son/daughter is represented.** It is clearly far easier for us to give out this information once at such a meeting instead of speaking separately to every family. You may, of course, bring your son/daughter with you if you wish or send him/her on your behalf if you are unable to attend.

Passport and EHIC: Every student will need a valid passport, which must have an expiry date with a minimum of six months left of them from the date of travel into Europe, and a European Health Insurance Card (EHIC) when travelling abroad during Enrichment Week. You have already given us copies of your son/daughter's passport and EHIC card. We now need you to provide:

- The actual EHIC card. These are too small to collect in on the day of travel, so we collect them beforehand. Please send EHIC cards to Student Services as soon as possible but **no later than the date of the meeting**. If you need the EHIC card before we depart please let us know, and send it in once you are back in the UK.

If your child has a medical condition or will be taking medication with them, please collect an "Administration of Medication Parent Consent Form" at the meeting.

Essential Information

If your contact details have changed since returning the essential information in May 2018, please complete a new essential information form (EV5) immediately and return to Student Services.

If your son/daughter has a medical condition or will be taking medication with him/her, please collect an "Administration of Medication Parent Consent Form" at the meeting.

We look forward to meeting you on 29 April.

Yours sincerely

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On behalf of the Sorrento Team