

Dear Parents/Guardians,

SPANISH LANGUAGE TOUR To Madrid 26th - 29th March 2015

Parent information meeting - Thursday 12th March 2015

As the date of the trip approaches, we would like to invite you to a 2nd and final parent information event on **Thursday 12th March at 6pm**. The purpose of the event is to discuss with you the finalised trip itinerary and to answer any questions you may have.

Please could **parents and students** arrive at the Academy in time for a prompt start at 6pm

Student passport and European Health Insurance Cards

To ensure that we have no last minute issues, we would like to collect all student passports and EHIC cards before the trip. We therefore ask that students bring in their **passport** and **European Health Insurance Cards** to the meeting to be kept in the school safe until departure. If this is an issue, please let us have the passports as soon as possible.

If you have not applied for the EHIC, you can do so via the NHS website. This is a totally free service and will cost you nothing.

Payment of the final balance

Payment can be made by ParentPay via the UCL Academy website, or by cheque payable to "The UCL Academy". Please do not bring cash to the Academy.

Please don't hesitate to contact me should you have any questions regarding this really exciting trip. Once again, thank you for your on-going support.

Yours sincerely,



Mr T Bowen
The UCL Academy