COPTHORNE
PREPARATORY SCHOOL

Year 7 & 8 Trip to Nice Information Evening - Monday 14 January 2019

Monday 7 January 2019

Dear Parents

I would like to invite you and your child to join me in the Rendall Room next Monday 14 January at 6.00pm, for around half an hour, to go through the itinerary and arrangements for our forthcoming trip to Nice.

Please could you bring a photocopy of your child's passport details to the meeting (the page that has their photo) as well as a photocopy of their European Health Card (EHIC). I do need these details to complete the API form which is sent to the airline. They will be all stored in the school safe and destroyed immediately after the trip.

Where parents are unable to attend, we would request that the documentation is handed in to the Prep School office, preferably by an adult, between now and next Tuesday. The office is open from 8.00am until 5.00pm daily. If you will be dropping off and/or collecting your child/children outside of these times, please place the documentation in an envelope marked for my attention and post in the small white letterbox, to the right of the office door. I will, of course, acknowledge receipt and all documentation will be stored in a safe.

If you are unable to attend, please just let me know and I will forward any relevant details to you after the presentation evening. I look forward to seeing you then!

Kind regards

Lesley Dodson Head of MFL

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