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11 January 2018

Dear Parent/Carers

I am writing with regard to the upcoming French Trip to Nice and Monaco, that your son/daughter will be going on in March. I hope your son/daughter is looking forward to the trip. I am currently finalising the finer details of the trip which I would like to share with you at a parents meeting that I intend to hold on Tuesday 13<sup>th</sup> March at 17:30 in the Sixth Form Study Centre. I hope you and your son/daughter are able to attend.

Before the meeting I wanted to make you aware of some of the travel arrangements. We will be flying from Stansted Airport with a check-in time of 11:00. Although transport to and from the airport is not included by the tour company, I have arranged for pupils to be taken to Stansted on the Thursday in the school mini-buses. If you would prefer to take your own child to the airport that morning in order to see them off, please let me know at your earliest convenience. For the return flight on Sunday 25<sup>th</sup> March we will be arriving into London Stansted at 22:15 and I would ask that you make arrangements to pick your son/daughter up directly from the airport.

If you are yet to send in the reply slip or copies of passport and E111 please send them to the Finance Department as soon as possible please.

If you have any queries between now and the 13<sup>th</sup> March 2018 please do not hesitate to contact me otherwise I look forward to seeing you then.

Yours sincerely

Katherine Martin  
Subject Leader for French