

Passport and EHIC

23th September 2019

Dear Parent / Carer

Germany Visit 8th December – 14th December 2019

Thank you for your payments for the visit to the German Christmas Markets and Rhineland. All payments should now be with us, however, if there are any monies outstanding it would be appreciated if you could submit the balance as soon as possible.

Passport details are required for the passenger list by the 30th September 2019, therefore, can you send it to school with your child along with their EHIC on **Wednesday 25th September 2019**. They can then take them to Room 23 (Computer Room) at the beginning of lunchtime. I will photocopy both documents and return the originals on the same day. The photocopies will be kept in compliance with GDPR and destroyed after the trip.

Thank you for your help in this matter. Any queries, please do not hesitate to contact me.

Yours faithfully

Mr D Fairlamb