



# Sandringham School

'Everybody can be Somebody'



The Ridgeway, St. Albans, Hertfordshire. AL4 9NX  
Telephone: 01727 799560  
Email: [admin@sandringham.herts.sch.uk](mailto:admin@sandringham.herts.sch.uk)  
Website: [www.sandringham.herts.sch.uk](http://www.sandringham.herts.sch.uk)

Headteacher: Alan Gray, M.Sc., F.R.S.A.  
Deputy Headteacher: Caroline Creaby, BA, M.Ed., Ed.D.  
Deputy Headteacher: Mark Nicholls, BA (Hons)

Letter No: 102/2023

19<sup>th</sup> January 2023

Dear Parent/Carers,

### Visit to Quickborn, Germany Dates: 2nd – 9th March 2023

I am writing to inform you of our information evening for the German trip on Monday 20th February in the school hall at 18.30. We will be running through key information for the trip and looking at final details. Students should also attend; school uniform is not required.

Please email a copy of the photo/details page of the student's passport to [lisa.laycock@sandringham.herts.sch.uk](mailto:lisa.laycock@sandringham.herts.sch.uk) or hand in to Student Services before Friday 27<sup>th</sup> January.

The final instalment for the trip is now on ParentPay.

Please find attached the OV7A medical form that will need completing. As this is an overseas trip it is additional to the information the school currently holds on file but is important as it could be needed whilst away. Also attached is a behaviour declaration for the trip. Please complete both the OV7A and the behaviour declaration and bring them with you copy to the meeting or send them via email to [lisa.laycock@sandringham.herts.sch.uk](mailto:lisa.laycock@sandringham.herts.sch.uk)

In addition to the medical form, we will need passports handed in on the evening. Passports will be securely kept in our finance office safe.

I will keep you informed of any arrangements but please do not hesitate to contact me should you have any further questions.

Yours sincerely,

Eileen Kincaid  
Assistant Director of Learning: MFL



Artsmark  
Platinum Award  
Awarded by Arts  
Council England

