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Letter No: 132/2023

24th February 2023

Dear Parent/Carers,

Year 8 trip to Germany

Our tour operator requires the following information to enable them to book travel for the students on the above trip:

- Please complete the Google form at this link <https://forms.gle/Dv6mXaqoVbvCngaP9>
- OV7A medical form. 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.
- Behaviour contract for the trip
- Copy of the student's passport

Please complete both the OV7A and the behaviour contract and send them with a copy of your child's passport via email to lisa.laycock@sandringham.herts.sch.uk or bring to student services by Monday 6th March 2023.

We would like to draw your attention to the current passport regulations which will apply to this trip, all passports must be valid until at least 23/9/23.

If the student's passport is non-European, they may be required to apply for a Schengen Area visa, please note that any visa applications will be your responsibility, not the school's.

There will be a meeting to discuss the trip on Monday 12th June at 6.30pm in the school hall, to which parents/carers and students are invited. Please bring the student's passport to this meeting, we will hold it securely in the school safe before the trip.

Thank you to all those that have already made payments but we would like to remind those with an outstanding balance that the January instalment of £185 was due by 31st Jan. The final £185 is due no later than 31st March. Please contact the finance office if you have any issues or concerns.

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

