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Headteacher: Mr M Warren

Wednesday 8<sup>th</sup> February

Dear Parents/Carers

**Re: RE/Italian trip to Rome**

We would like to invite you to an information evening to be held on Monday 13<sup>th</sup> March about the visit to Rome. The meeting will take place in **room 13** and start at **6.00pm**. It should last no longer than an hour. We would also like to request that you bring along your daughter's actual passport and EHIC card to this meeting (not copies) in order that we may hold onto these in the school safe ready for our departure day (Tuesday 28<sup>th</sup> March). If this is going to present a problem, please let us know in advance.

Please let us know whether you are able to attend the meeting either by email response or by returning the attached reply slip.

I look forward to seeing you on Monday 13<sup>th</sup> March.

Yours sincerely

Mrs L Evenden and Miss M Bray  
Head of Italian      Second in RE

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**For the attention of Mrs Evenden**

I/we shall/shall not be able to attend the meeting about Rome visit.

Daughter's name ..... Form.....

Signed ..... (Parent/Guardian)      Date.....

