



16 April 2018

Dear Parent/Carer

Year 9 History Trip to Berlin - Friday 29 June – Sunday 1 July 2018

I write to invite you to a pre-trip information meeting being held on **Monday 4 June 2018 at 5pm**. The meeting will take place in the school theatre and should last no more than 30-40 minutes. We encourage students who are going on this trip to also attend.

During this meeting, we will provide you with some key information about staffing, where we will be staying, and what we will be doing, along with what your child will need to bring. You will also be given the opportunity to ask questions about this trip and complete some necessary paperwork (you may like to have a pen to hand).

We look forward to welcoming you on the 4 June and should you require any further information about this trip, please do not hesitate to contact either myself or Mrs Feetham, Trip Administrator, via the main office or by email to enquiries@coxgreen.com.

Yours sincerely

Mrs R Gibbons
Teacher of History / Trip Leader