



8 September 2017

Dear Parent/Carer

**PE Department and MFL Department Trip to Madrid – October 2017
Pre-trip Information Meeting**

I write to invite you to a pre-trip information meeting being held on Thursday 21 September 2017 at 5.30pm. The meeting will take place in the school theatre and should last no more than 30-40 minutes. Students who are going on this trip should 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 21 September 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

Mr M Gullick
Director of PE, Sport & Health