



22 November 2018

Dear Parent/Carer

**Year 11 History Auschwitz Trip
Pre-trip Information Meeting - Tuesday 8 January 2018**

I write to invite you to a pre-trip information meeting being held on **Tuesday 8 January 2019 at 5.00pm**. 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).

Please can you provide a clear copy of your child's passport information page, clearly showing all the details including the photograph (a colour copy is preferable). Your child must have their own passport valid for the time of travel. If they do not have a valid European Union passport, please let us know immediately in case a visa may need to be applied for a visa waiver.

We also require a copy of your child's European Health Insurance Card (EHIC) which students will be required to carry on this trip. If your child does not have an EHIC, these can be organised on line at www.nhs.uk. There are no fees associated with this service, but your child must be registered and carry the card when abroad. If your child already has a card, please ensure it is still valid during the time of travel for this trip.

Please return both copies by Monday 3 December 2018, to the 'Trip Post Box' located outside of Student Services Office (room FO6) in the Fifield Building, marked 'Auschwitz trip'.

We look forward to welcoming you on the 8 January 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 J Burrows
Learning Leader History – Trip Leader

Please note:

- Places on all trips are subject to the school Behaviour Policy. Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.
- Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.
- If the trip is cancelled due to uncontrollable circumstances i.e. weather, Foreign/Home Office guidance, the refunding of costs will be subject to insurance cover.
- This trip is run via travel company: *Holts Tours*
To enable your child to attend the trip, we will be sharing your child's personal data with the travel company and any partners of the travel company that are required for the running of the contract (e.g. airlines, hotels, etc.).
- This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.