

Dear Parents,

Re: Classics trip to Italy 2011

I write to provide you with details of the flights which have been booked by the travel company. We will be flying out from Liverpool Airport to Naples on Wednesday 6th April at 6.10am and will return on Monday 11th April from Rome to Manchester airport. The return flight will land at 14.00 and we will get a coach back from Manchester to school. You will be able to pick up your son at approximately 16.30.

I would also be grateful if you could pay the second deposit of £100 as soon as possible. May I ask that you send in a photocopy of your son's passport via your son so we can confirm booking with the airline company and hotels in Italy. I am also enclosing a copy of the school's medical questionnaire which I would be grateful if you could fill in and return. I will need to know asap if your son has any dietary requirements.

I also write to ask you to apply for an EHIC (European Health Insurance Card) for your son, if he does not already have one. Forms are available from Post Offices or online from www.ehic.org.uk I will require these cards to be given to the school a week before we depart.

I will be inviting you into school sometime after February half-term so I can collect passports, EHICs, any outstanding medical questionnaires and give you more details about the itinerary.

Please do not hesitate to contact me if you have any further questions or would like to discuss anything in more detail.

Regards,

Miss S. A. Patel
x.xi.2010