

8<sup>th</sup> September 2010

Dear Parents

I am writing to inform you of forthcoming dates regarding the February Ski Trip to Austria and also to request some important information regarding your daughter.

I have included a medical form and emergency contact letter which I would like you to complete along with a code of contact, and return them to me with your daughter's passport and EHIC card, both of which will be returned to you once I have photocopied them. It is absolutely vital that all medical conditions must be declared along with any special dietary requirements your daughter may have. It would also be a great help if you could complete the slip below regarding height, weight and shoe size, along with your daughter's ski ability, this will help speed up the ski hire process both at Rossendale and when we arrive in Austria. I would be grateful if you could return them in this envelope by Friday 17<sup>th</sup> September.

I have organised a parents' meeting for **Tuesday 7<sup>th</sup> December** when you will have the opportunity to meet with those staff accompanying me on this trip and I am sure that you will have lots of questions to ask. There will also be examples of the clothing your daughter will require and size of luggage she will be allowed to take. I will be sending a reminder closer to the date.

Please also find enclosed a suggested clothing list for the trip to Rossendale on Thursday 16<sup>th</sup> December and finally, a reminder that the balance for the trip of £550 must be paid by Friday 5<sup>th</sup> November.

May I take this opportunity to thank you for your assistance and I look forward to meeting you and answering any questions on December 7<sup>th</sup>. However, please do not hesitate to contact me at school if you have any immediate questions.

Yours sincerely

Anne Stenson  
Party Leader

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**February Ski trip to Austria**

Please return with other requested information

Daughter's Name.....

Height in metres .....

Weight in Kilos.....

Shoe size.....

Weeks skiing.....