

October 2017

Dear Parent/Carer

**Re: Poland Itinerary and final details**

**Date: 1 November 2017 – 6:15pm**

You are invited to attend the 'Poland – Itinerary and final details' meeting which will take place on Tuesday 31<sup>st</sup> October 2017.

The meeting will be held in the West Hall and will start promptly at 6:15pm. It is expected that the meeting will last approximately 45 minutes during which time we will:

- Review the itinerary for the trip.
- Advise on suitable clothing and luggage allowances/restrictions.
- Provide information about 'Departure Day'.
- Go through the rooming options and processes.

In order to ensure that adequate seating is provided we would ask that you return the slip at the bottom of this letter by no later than Friday 13<sup>th</sup> October.

If you are unable to attend, copies of the itinerary will be available from Student Reception the following day.

If you have any further questions or concerns, please do not hesitate to contact me.

Yours faithfully

**Ms J Craine**  
**Head of History**

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**Reply slip to Ms Craine**

I will/ will not be attending the Poland – Itinerary and Final Details meeting on Tuesday 31<sup>st</sup> October

I will require  seats.

Signed..... (Parent/Carer)

Date.....

**Principal: Mrs C Franceschi BA (HONS), NPQH**

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