

Dear Parent/Carer,

I wanted to write to you to give you an update on the Berlin residential visit. Thank you very much for returning the parental consent and medical form and for paying the deposit. I am delighted to confirm that your child has secured a place on the visit. Arrangements are now being made to ensure the visit in February is as successful and enjoyable as possible.

Importantly, I wanted to also let you know about the deadlines for payment of the outstanding balance of the visit is **Monday 10th December 2018**. This is to ensure that we can pay the outstanding balance to European Study Tours by their deadline, as per their terms and conditions. Please feel free to pay the outstanding balance as a lump sum or as smaller payments but the outstanding balance must be paid by Monday 10th December.

Payments can be made online via Scopay or cheque paid to Reception, with cheques made payable to Cowes Enterprise College. Please ensure all cheques in a sealed envelope with your child's name clearly written on the outside. Electronic payments can be made via the school payments link at the top of the Academy website (www.cowesec.org) and the reference number T-Berlin19. Please contact the school office directly if you need login details to access online payments. If you have any issues with any arrangements regarding payments, please feel free to contact me, in confidence, to discuss the situation.

Finally, I wanted to outline the next steps for the visit. Firstly, in January, we will hold a parents information evening to give you and your child the opportunity to hear more about the details of the visit, including a finalised itinerary, and to give you the opportunity to ask any questions you may have. Confirmation of dates and times will be sent home to you in a further letter during next term.

Secondly, it might be also be appropriate to think about applying for (or renewing) a European Health Insurance Card (EHIC). Details can be found at: www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx (Please note that applying for the card is free. Please do not use sites that ask for payment when applying).

If you become aware of any changes to your child's health and these have not been recorded on their medical form, please ask your child to come and see me to get a new form which should be completed and returned as soon as possible.

Similarly, please ensure that your child's passport will be valid during the period of our visit next February. If you need to apply for your child's first passport or renew an existing passport, details of the process can be found at: www.gov.uk/browse/abroad/passports. Members of school staff will be happy to countersign passport applications where this is appropriate and applicable.

I hope you agree that the visit should be a very interesting, enjoyable and rewarding one and something that the students will remember for a long time. Please feel free to contact me to discuss any issues regarding the visit.

Yours sincerely,

Mr N Wiltshire
Director of Learning, Humanities