



November 2012  
*EG/JS*

Dear Parent/ Guardian

**German Exchange –13<sup>th</sup> – 20<sup>th</sup> December 2012**

I am writing to invite you and your son/ daughter to an important meeting in the **main hall** on **Monday 26<sup>th</sup> November at 6 pm**. The meeting will last about an hour and I will be giving you information about our itinerary, travel arrangements and answering any questions you may have.

**EV2 Forms**

Please can you complete the attached EV2 medical form and bring this with you to the meeting.

**Health Insurance Cards and Passports**

It is necessary that we have a passport and an EHIC card (European Health Insurance Card) for each pupil taking part in the trip. If your child does not already have an EHIC card please can you apply for one as soon as possible. Applications can either be made by post, (a form can be collected from your local post office) by telephone (0871 434 9071) or by e-mail ([www.ehic.org.uk](http://www.ehic.org.uk)). It should normally take only a few days for the card to be sent to you.

Your child will **NOT** be able to take part in the trip if they do not have a valid passport and a Health Insurance Card.

**Please can you bring your child's passport and EHIC card with you to the meeting as I need to collect all documents in preparation for our travel. They will be locked away safely in the school safe until our departure and returned to the pupils on our arrival back at St Crispin's.**

I look forward to seeing you on Monday 26<sup>th</sup> November at 6 p.m. If in the meantime you have any queries then do not hesitate to contact me.

Yours sincerely,

Miss E Gabbitas  
German Teacher

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**To: Miss Gabbitas, MFL**

**Re: German Exchange 13<sup>th</sup> – 20<sup>th</sup> December 2012**

Student: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I/we will/ will not be able to attend the meeting on Monday 26<sup>th</sup> November at 6 p.m. in the main hall.

Signed (Parent/Guardian): \_\_\_\_\_ Date: \_\_\_\_\_