



# Brine Leas School

An Academy

Believe. Learn. Succeed

January 2018

Dear Parent/Guardian

## Re: The Spanish Exchange 2018

I would like to remind you of the pre-visit meeting, which will take place on **Tuesday 23<sup>rd</sup> January 2018** at 6.00pm in the school library. During the meeting I will go through the final details for the visit, our itinerary, and answer any questions you may have.

Your child will require their **own passport** for the visit and an **EHIC** (European Health Insurance Card). If your child does not already have one of these free cards, details for application can be found at <https://www.ehic.org.uk/Internet/home.do>

Without these documents, your child will not be able to travel to another European country. To enable us to provide full travel information to the airline, please provide a photocopy of your child's passport and EHIC by **Wednesday 24<sup>th</sup> January 2018**. These can be posted in the Drop Box by Student Reception or brought to the meeting on Tuesday 23<sup>rd</sup> January 2018.

With regard to payment, the remaining balance of **£100** is to be paid by **Tuesday 23<sup>rd</sup> January 2018**.

Cheques should be made payable to Brine Leas School and returned with the permission slip in an envelope marked '**Spanish Exchange**' to the Drop Box outside Student Reception. Please can you also write your child's name and Progress Group on the envelope as well as the cheque.

Cash payments can be accepted when a cheque is not possible. Students may take cash payments directly to the Finance Office and this will be receipted in the student's planner.

If you would like to attend the meeting please complete the reply slip overleaf and return to me no later than **Monday 22<sup>nd</sup> January 2018**. If you are unable to attend you could arrange for someone else to collect the information.

If you require any further information regarding this please do not hesitate to contact me on the school number or email ([dawn.rafferty@brineleas.co.uk](mailto:dawn.rafferty@brineleas.co.uk))

Yours faithfully

Miss D Rafferty  
Head of Spanish

Headteacher,  
DRY/SJ/ACE

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Cheshire CW5 7DY

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**REPLY SLIP – SPANISH EXCHANGE 2018 – MISS RAFFERTY**

I am writing to confirm I / we will / will not be attending the Spanish exchange meeting on Tuesday 23<sup>rd</sup> January, 2018

Student's Name ..... Progress Group .....

Signed ..... (Parent/Guardian) Date .....