

Opportunity, Motivation & Success

Ovingham Middle School

Ovingham, Prudhoe, Northumberland, NE42 6DE



4th March 2016

«First_Name» «Name» «Class»

Dear Parent

Belgium Battlefields War Poetry Trip

I am pleased to announce that «First_Name» has secured a place on the above trip.

The deposits to secure the trip have been paid and our tour company have confirmed our booking.

Further details will be released about the specific schedule and timings nearer the visit with an open evening planned in October for you to ask any questions you may have.

Every child will need his or her own passport for this trip so please make sure that «First_Name» has a valid passport (that extends up to Christmas 2016) and a European Health Insurance Card; these can be applied for on-line <https://www.ehic.org.uk/Internet/home.do> or by phone.

Can I remind you of the following dates and payment schedule just for your information. The trip will run from December 7th until the December 9th 2016 (3 days, 2 nights). Travel times are yet to be confirmed with the travel company and are dependent on the Euro Tunnel timetable.

The total cost of this visit is £195 and includes all travel, insurance, entrance fees, meals and accommodation (booked for our sole use). You have paid your deposit and the remaining balance can either be paid in full or you can make payments in the following instalments; £50 in May, £50 in July and £50 in September. Or if you would prefer you can make regular payments of an amount to suit yourself as long as the total balance is paid in full by **Friday 16th September 2016**. Cheques should be made payable to **Ovingham Middle School Fund**.

I look forward to taking «First_Name» on this exciting and inspiring trip.

Yours sincerely

Mr A Bennett

On behalf of the English team