



Bolingbroke
Academy

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19 April 2016

Dear Parents & Carers,

I am writing to inform you that there will be an information evening to give you further details about the Year 10 History/German trip to Berlin in June. This information evening will take place on **Tuesday 26th April 2016** at **6pm**. The meeting will last approximately 30 minutes.

Next steps:

1. Please ensure that your son/daughter has a **passport that is valid** and will be in date for travel. Students will require euros and some sterling for the trip.
2. Please provide a photocopy of your son/daughter's passport and complete the attached form and return by **Tuesday 26th April 2016**.
3. If your son/daughter does not have a British or European passport, please let me know the details ASAP.

I will send out a final letter with a reminder of the complete itinerary at the end of May.

Please do not hesitate to contact me or Ms Sherman if you have any further questions regarding the trip.

Yours sincerely,

Emma Oliver
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