

Principal: Mark Woodhouse

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5<sup>th</sup> December 2018

Dear Parent/Carer

**RE: Sports Tour to Holland – Information Evening**

We have now received confirmation of departure times and method of travel for the sports tour. To this end I am writing to invite you to attend an information evening regarding your son/daughters trip to Holland. It would be beneficial for students to attend as well. This will take place on Thursday 10<sup>th</sup> January from 6pm to 7pm.

As part of the evening we require information to send as part of the passenger manifest. Therefore, we will need you to bring your son/daughters **passport** and **EHIC**. Please find attached further guidance on these. When you arrive on the evening we will require you to sign in at reception and hand these over for photocopying. They will be returned as you depart on the evening.

Can I also take this opportunity to remind you the final balance of £240 is due by Friday 1<sup>st</sup> February. All payments are non-refundable. Please ensure that the return the slip below is returned to a member of the P.E. Staff as confirmation of your attendance on the evening.

There will be an opportunity to ask questions on the evening however, if you have any queries regarding the tour please don't hesitate to contact me.

Yours faithfully

**Mr M. Lloyd**  
**Director of Sport**  
[Mark.lloyd@tnha.org.uk](mailto:Mark.lloyd@tnha.org.uk)

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**RE: PARENTS INFORMATION EVENING – HOLLAND SPORTS TOUR**

Name of student .....(block capitals)



I will/will not be attending the evening on Thursday 10<sup>th</sup> January ..... signed parent/carers

Date .....

**Determined to be...**  
**'the best that we can be'**