

28th June 2017



To: Parents of Pupils taking part in the USA Trip

Dear Parents

USA Trip - Important Information

As we are now in the final days before our forthcoming trip to the USA, I write to request that **all pupils** bring in their **original passport** to school **by Friday 7th July**, whereby I will hold on to these for safekeeping ready for travel.

On the day of departure, I would reiterate that all pupils should arrive at **9 Villa Road by 7am** at the latest, ready for our coach to depart by 7.15am. The hoodies we have previously ordered will be distributed when we are on the coach heading for the Airport. We expect to return to school at **6.30pm on Sunday 16th July**, where pupils should be collected from 9 Villa Road.

If you would like myself/another teacher to look after your child's money during the trip, please pass this on to us on the morning of the trip in a clearly marked envelope, confirming your child's name, the amount of money and daily allowance.

In addition, if your child has any medication they require to take on the trip, please again pass this on to a teacher on the morning of the trip and ensure it is clearly labelled. I would reiterate that we would recommend that you also obtain a GP letter to accompany any prescribed medication.

I would remind you that pupils may take their personal mobile phones on the trip; I would suggest checking with your network provider in advance regarding using the phone in the USA and any charges this may incur.

In addition, please also find below, emergency contact numbers for Mr Dean and myself should you need to contact us during the trip:

Mrs Howlett 07530719136

Mr Dean 07751708506

If you have any queries prior to the trip, please do not hesitate to contact me at naomihowlett@hollygirt.notts.sch.uk

Yours sincerely

Mrs N Howlett
Head of Geography