

17th June 2022

Dear Varndean Families,

I hope you are well.

We have begun finalising our booking for the Paris trip and now need to collect student passport information.

Please could a photocopy of passports be handed into Caroline Heath at the medical office by **Monday 20th June**. Please ensure you label the photocopy of the passport with 'Paris Trip'. I kindly ask that you let us know, as soon as possible, of any passport issues/concerns. Any name changes made after this date will incur a charge, so it is important that we book the flight ticket with the correct name as per the passport.

I will be sending out a final itinerary shortly and will record an information zoom meeting to answer any questions. I will also be gathering students to organise rooming (twin single, half board) shortly.

Please ensure you have provided medical and emergency contact information on ParentPay, if you have not already done so.

Should you have any further questions, please do not hesitate to contact myself or Kate Barnes who are both leading the trip.

Kind Regards

Anita Turner & Kate Barnes

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