**Naples and Rome – 22nd March 2016**

Dear Parent/Guardian,

Booking for the above trip is well underway and the travel company we are using are getting ready to book our flights as soon as they become available. To make this process easier they need a complete passenger list with information regarding pupil’s passports. We are therefore asking that pupils complete the attached form and hand it back in to Miss Massey by the **18th of May**.

If possible we would also like pupils to bring in their **Passports** so that we can take a copy of them and store them for our files and for use at a later date. If pupils do not already have a passport that will still be in date for the trip next year we would also like to ask that you make a start on the application process.

The trip is covered by an insurance policy we have taken out with the NST but for travel in Europe it is important that all pupils have a **European Health Card** with them. These are free to apply for (some website do charge, please watch out for this) and we have included the link for the website you can apply for them at the bottom of the letter. We would also like pupils to bring in this card once they have received it so that we can again take a copy for our files. It should take no more than 2 weeks for the card to arrive.

All of the correspondence and information about the trip can be found on the Geography Department website which can be found through the schools website or using the link below.

Please remember that our second installment of £80.00 is due before the end of May.

Yours sincerely

S Massey & S Foster

Teacher of Geography & PT Biology

European Health Card - <https://www.ehic.org.uk/Internet/startApplication.do>

Geography Department Website - <http://charlestongeography.weebly.com/rome--naples.html>

**Rome and Naples 22nd March 2016 - Pupil Information Form**

Pupil’s name (Full name, as on passport) ………………………………………………………….

Date of Birth ……………………………………………..

Passport number (if known)…………………………………………………………………………………….

*Please tick the box if you are going to need to apply for a passport*

Medical Conditions: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Dietary Requirements:

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Contact Information (for updates about the trip):

Name: ……………………………………………………………………..

Phone/ Mobile Number: ………………………………………………………………………………

Email Address: ……………………………………………………………………………………………………………………………..

Any questions or queries you may have at this point? Please write them below and we will aim to get back to you with an answer.

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*For Staff use:*

**Passport**, seen and copied:

**European Health Card**, seen and copied: