



17th March 2016

Dear Parents/Carers

Reminder Letter - Music Concert Tour to Germany, Friday 1st – Thursday 4th July 2016

I am delighted to inform you that the plans for the music tour to Germany are going well and as we have reached a group number of 45, there will be a reduction in the overall cost of the tour from £490 to £430. Please find below the revised payment schedule which is payable on Parentpay or by cheque/cash at the office. Thank you to those who are up-to-date with the instalments. If you have missed any, you can make a late payment at any time. For those who have already paid the previous full amount, a refund of £60 will be made to you as soon as possible.

- **The third instalment of £100 was due on Thursday 28th January 2016**
- **The fourth instalment of £100 was due on Friday 25th February**
- **The final instalment, which has been reduced to £30, is due on Wednesday 23rd March**

If your child has their own passport:

Please could you ensure your child has a valid and up-to-date passport for the trip and please return the attached form with the required details by **Monday 11th April**. May I remind you that if your child does not have an EU passport, they may be required to obtain a VISA in order to travel. Please ensure you apply for this immediately with the correct embassy to avoid disappointment.

If your child wishes to go on the school collective passport:

Should your child need to be included on our collective passport, which will be valid only for the trip to Germany and will be no cost to you, I now need to collect the details for this. You will find two forms attached, **one for children who were born outside the UK** and **one for those born in the UK**. Your child must be a British national in order to be eligible (see below for the definitions of 'British national' provided by the Passport Office). If you wish your child to be included in the collective passport, please complete the correct form and return it to the school office along with a recent passport photograph by **Monday 11th April**.

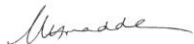
A 'British national' is someone who is a:

- | | |
|----------------------------|--------------------------------------|
| • British citizen | British overseas territories citizen |
| • British overseas citizen | British protected person |
| • British subject | British national (overseas) |

Please note that if fewer than 5 students require a collective passport, we will not be eligible to apply for one, so you will need to acquire an individual one for your child yourself.

Please encourage your child to attend every rehearsal for their extra-curricular group – we need to be on top form for our concerts! Also, if anyone would like to assist with fundraising for the trip or has any business contacts who might like to sponsor us or cash-match our fundraising, please do let me know. It would be much appreciated. I will be in touch after Easter with the final details for the trip. We are all really looking forward to what promises to be a fantastic concert tour.

Yours faithfully



Mrs K Madden
Head of Performing Arts

GERMANY MUSIC CONCERT TOUR 2016
PASSPORT INFORMATION COLLECTION FORM
Please return to the school office by Monday 11th April 2016

For Individual Passports:

Student name _____

Date of Birth _____

Passport Number _____

Date of Issue _____

Date of Expiry _____

Country passport was issued in _____

Passport Nationality _____

OR

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My child would like to be included on the school collective passport. I have attached the relevant application form and a recent passport size photo of my child.