

30th October 2017

Dear Parents/Guardians

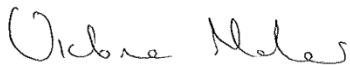
I am writing to invite you and your son/daughter to an information meeting about the forthcoming trip to Cologne's Christmas Markets. The meeting will be on Thursday 9th November at 6pm in the school dining hall and will last for no longer than an hour.

The meeting will include important information about the final arrangements for the trip and the itinerary. I hope that as many people as possible are able to attend, but if for any reason you will not be able to make the meeting, please can you let me know so that I can ensure that you receive the necessary information (MaherV@uffculmeschool.net).

Please bring your child's European Health Insurance Card and passport with you to the meeting. It is vital we receive these documents on this date as we now have to note each individual passport number which takes rather a long time.

Please don't hesitate to get in touch if you have any questions regarding the trip.

Yours sincerely,



Mrs V. Maher