



St Mark's West Essex Catholic School

an Academy Trust School

Tripton Road Harlow Essex CM18 6AA

Telephone: (01279) 421267 Fax: (01279) 418220

website: www.st-marks.essex.sch.uk email: admin@st-marks.essex.sch.uk

Headteacher Miss E Heaphy BSc MA PGCE NPQH

16 March 2018

Dear Parent / Carer,

Re: Trip to Barcelona

I would like to invite you to attend a meeting about the forthcoming Barcelona trip on **Thursday 22 March at 5.30pm** in the school hall. This will be my opportunity to give you a far more detailed discussion, face to face, than you have had already and for you to ask me any outstanding questions you may have.

Things I intend to cover are as follows:

- Where we will be staying
- Travel arrangements
- Meeting times
- Travel details
- The itinerary for the four days
- Things to pack/bring with them
- Expectations
- Geographical content and link to the examination / overall level

I will also take this opportunity to check that contact details and medical information is up to date.

Please could you indicate on the attached reply whether you can make the evening or not and return it to myself by Wednesday 21st March 2018.

For the attention of year 9's transitioning into year 10 only

Please note this trip is only available to GCSE Geography students and although your child may have indicated a wish to take Geography next year, timetabling complications may arise and prevent them from participating on it. If this is the case, all monies paid will be refunded.

Yours sincerely

Mr L Walker
Head of Geography

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For the attention of Mr Walker – Head of Geography

Barcelona 2019

Pupil Name: _____ **Reg:** _____

I will/will not * attend the meeting on Thursday 22nd March 2018 at 5.30pm
* please indicate

Signed: _____ **Date:** _____
Parent/Carer