

This matter is being dealt with by: C Norman

HEAD: Mr P A Beever, BA, M(Ed)
Deputy Heads: David S Clark; John A Haslam

Our Ref: 200110 – Yrs 12/13 Parents' Evening for Paris
Conference



RICHMOND SCHOOL & Sixth Form College

November 2009

Dear Parent/Guardian

Parents' Evening for French AS/A2 Paris Conference, 4 – 7 February 2010

We have received confirmation that the conference is going ahead. Consequently, the travel company has asked for the final payment to be made on Monday 30 November. Please could we have the balance of £250 by Friday 27 November. Please make cheques payable to Richmond School.

There will be a short meeting on Wednesday 20 January 2010 in Middle School (M11) from 7.00pm to 8.00pm regarding the approaching conference in Paris.

This meeting is intended to outline the activities to be undertaken as well as allowing you to ask any questions you may have.

Students need an individual passport as well as a valid European Health Insurance Card (EHIC). Details on how to obtain these cards are available on www.ehic.org.uk.

Copies of the itinerary for the exchange will also be available at the meeting.

Yours sincerely

P A Beever
Head

C Norman
Head of French

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