26th September 2017

Re: Ski Holiday to Italy – February 2018

Dear Parents/Guardians

I have organised a Ski Holiday Information Evening here in school, on **Thursday 19th October** at **6pm** for the parents and guardians of pupils booked to go on the school ski trip to Italy during February half term. The evening will be an opportunity for you to meet the staff who will be accompanying the trip and be given information regarding key arrangements. I have also invited A.C. Sports, Pemberton to speak to you about clothing requirements for the holiday. They offer a hire facility as well as the chance to purchase goods at very reasonable prices.

As we are flying this year pupils will be required to bring their own passports to Italy. Can you please fill the attached form in carefully as any details provided will be given to the airline and any incorrect information will incur a charge. Can you please ensure this form is filled in and returned to me by **Friday 13th October**. If you have not already done so, can you please return the medical form for your child. If this has been misplaced, another copy can be obtained from myself.

I would like to thank you for your prompt payments towards the holiday.

If you have any queries regarding the evening or the holiday in general, please do not hesitate to contact me at school.

Yours sincerely

Mr P Jones

[pjones@arrowsmith.wigan.sch.uk](mailto:pjones@arrowsmith.wigan.sch.uk)

**Passport details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Forename(s)** |  |
| **Nationality** |  |
| **Date of birth** |  |
| **Sex** |  |
| **Place of birth** |  |
| **Date of issue** |  |
| **Date of expiry** |  |
| **Passport number** |  |

Please sign below to acknowledge that all the above information is accurate and any amendments that incur a charge, will be paid for by yourself.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_