



19th February 2011

Dear Parent/ Guardian,

I am writing to remind you of several important pieces of information about this year's French Exchange. On **Wednesday 9th of March** there will be a parental information evening where the programme for the exchange will be discussed in greater detail. I will send out a detailed document ahead of this meeting so that you can come with any questions. The talk will start at 7:30 in the Assembly Hall. Pupils do not need to attend in uniform. I would appreciate it if you could bring the following documents to the meeting:-

- A photocopy of your child's passport
- A photocopy of your child's EHIC card

If you do not have the facilities to photocopy at home then I am more than happy to photocopy originals and return them to you.

Unfortunately several pupils are not up to date with their payments to the Exchange and this makes it difficult to ensure bookings for coaches and trips. Can I take this opportunity to remind you that the full amount of **£299** should be paid by **Friday 18th February**, as detailed in the original confirmation letter. If you are unsure that you have now fully paid then you should contact the finance office. They can be reached on 01582 765477 or via e-mail at finance@stgeorges.herts.sch.uk. All payments should go directly to the School Finance Office. Our preferred method of payment is via our ParentPay online system. Alternatively, cheques should be made payable to St George's School.

Can I also take this opportunity to reiterate the dates on the original letter. The French will be here in Harpenden from **Tuesday 29th March – Thursday 7th April 2011** and we are due to travel to Margency on **Saturday 21st May** and return to Harpenden on **Sunday 29th May 2009**.

I look forward to speaking to you at the parental information evening on Wednesday 9th March.

Yours Sincerely,

Mrs M. Stearn
Exchange Organiser