

17th October 2018

Dear Parents

Residential Visit to Le Chateau February 2019

Thank you for the recent payments which have been received for the above visit. May I please remind you that any outstanding money (apart from the final £30) should have been handed in to the office by Friday 5th October. If this has not been paid please send this in urgently to secure your child's place. The final £30 is due by Friday 7th December.

Although the trip is still several months away we have a considerable amount of paperwork to complete and need to get this process started straight away. The children will be travelling on a group passport so there is no need for them to have an independent passport. However, if your child is not a British National, they will be required to take their own passport. If this applies to your child, please contact Mrs Lord in the office. Detailed below is the information we require from you by **Thursday 25th October** please.

- Enclosed is a copy of the nationality questionnaire supplied and required by the Passport Office for completion. There are different forms depending upon whether your child was born in the UK or abroad. If you have received the wrong form please speak to Mrs Lord. These are **official forms** and should include your **child's full name as it appears on their passport or birth certificate**.
- **1 passport photograph** with your child's name and class written clearly on the back. This photo will be sent to the passport office in Durham attached to an Identity Card which then forms part of the Group Passport.
- Your child will need to have a **European Health Insurance Card**. This card entitles your child to free medical treatment in Europe and without it, he/she will not be able to travel with the group. You can apply online at www.ehic.org.uk or www.gov.uk/european-health-insurance-card. The card is free so please don't be caught out as some websites will charge you! If your child already has a card please check that it will still be valid next February as the cards do have an expiry date. We will collect in your child's card in December but **please apply now** - don't leave it until the last minute!

Should you have any queries regarding the above or any other aspect of the trip, please do not hesitate to contact Mrs Lord in the office.

Yours sincerely

Mrs Zoe Cannon
Headteacher