



# Ryecroft C.E. (C) Middle School

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Headteacher: Mr S Bardon B.Ed (Hons), NPQH

7<sup>th</sup> December 2015

Dear Parents

As our Key Stage 3 visit to France is getting closer, we are now at a stage where we need to complete some administrative tasks. For ease, these have been listed in chronological order and it is important that you keep to this timeline. Unfortunately, and as we do not want to jeopardize this visit for all concerned, we may have no alternative but to remove your child from the visit if the necessary deadlines are not met.

## **Monday 11th January 2016 – Passport sized photograph and parental consent form**

All pupils are to be included on a **Group Collective Passport**. This decision has been taken to eliminate the problems attached to staff being responsible for, and the transportation of, a large number of individual passports. Therefore, you will need to complete the **attached parental consent form/nationality questionnaire** and return it to school, by Monday 11th January 2016, together with a **recent passport sized photograph** for attaching to the Identity Card. **There is no fee payable for this**. The attached form is for children born in the UK; if your child was born outside the UK, please contact Mrs Hault at the school office for an alternative form. The following guidelines regarding the photographs have been taken from the Passport Office website and should be followed:

### **Rules for photos**

The photos:

- should be of a similar quality to standard passport photos
- shouldn't have been previously used on another document
- must not be laminated or photocopies

You can use:

- a school photo - as long as it doesn't have 'proof' written across it
- printed digital photos

## **Friday 29<sup>th</sup> January 2016 – Balance of monies**

The balance of monies for the above trip is due by no later than Friday 29<sup>th</sup> January 2016. Please ensure cheques are made payable to 'Ryecroft Middle School' and placed in a sealed envelope with your child's name; amount; and 'French Trip' clearly marked on the outside.

## Tuesday 15th March 2016 – EHIC card

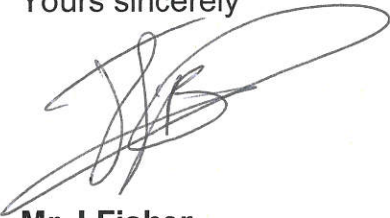
Each child will also need an individual **EHIC** (European Health Insurance Card) (which replaces the old E111) for the visit. This card would be required in the event of your child needing medical treatment during their stay in France. Application should be made via the dedicated website <https://www.ehic.org.uk/Internet/startApplication.do>; or by calling 0300 3301350; or forms can be obtained from the Post Office. **EHICs are free of charge. If you have an existing EHIC for your child it is important that you check the expiry date on the card.** EHIC cards need to be handed into school by Tuesday 15th March 2016.

## Wednesday 16<sup>th</sup> March 2016 at 6.00pm – Parents' meeting

Further details and information regarding travel arrangements, accommodation and the visits planned will be provided at the parents' meeting on 16<sup>th</sup> March at 6.00pm. This will also be an opportunity for any outstanding questions to be addressed.

I look forward to seeing you on the 16<sup>th</sup> March, however in the meantime, if you should envisage any difficulty in adhering to this schedule, please contact me as soon as possible.

Yours sincerely



**Mr J Fisher**  
**Party Leader**

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