



# Ryecroft C.E. Middle School

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Ryecroft C.E. Middle School  
Ashbourne Road  
Rocester  
Staffordshire  
ST14 5NW

8<sup>th</sup> November 2018

Dear Parents / Carers

## KS3 - Claviere, Italy Ski Visit

As our Key Stage 3 visit to Italy 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 jeopardise 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 26<sup>th</sup> November 2018 – Parents' Information Meeting

Equity, the Tour Operator is visiting school on Monday 26<sup>th</sup> November at 5.30pm, to give a presentation to parents / carers and pupils, they will also be able to answer any questions you may have regarding the visit.

## Tuesday 8<sup>th</sup> January 2019 – 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 Tuesday 8<sup>th</sup> January 2019, 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 Whitehall 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:

### UTTOXETER LEARNING TRUST



Part of the Uttoxeter Learning Trust

Company Number: 10547353

Registered Office Address:

Uttoxeter Learning Trust

Thomas Alleyne's High School

Dove Bank, Uttoxeter, Staffs

ST14 8DU

T: 01889 561820



## 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

## Monday 4<sup>th</sup> March 2019 – 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 Italy. 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 Monday 4<sup>th</sup> March 2019.

## March 2019 – Parents' Information Meeting

Further details and information regarding travel arrangements, accommodation etc, will be provided at the final parents' information evening before the visit in March 2019, the date and time will be confirmed next year. This will also be an opportunity for any outstanding questions to be addressed.

I look forward to seeing you on Monday 26<sup>th</sup> November, however in the meantime, if you have any further questions regarding this visit, please contact me as soon as possible via the school.

Yours sincerely



**Miss N Starkey**  
**Party Leader**

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