



Windsor Park CE Middle School

Headteacher: Mrs L Wilbraham-Jones, NPQH

Telephone: 01889 563365

E.mail: office@windsorpark.staffs.sch.uk

Website: www.windsorpark.staffs.sch.uk

Windsor Park CE Middle School

Springfield Road

Uttoxeter

Staffordshire, ST14 7JX

6th February 2024

Dear Parents/Carers

Y8 BOULOGNE TRIP – 10th – 12th APRIL 2024

Our travel company is asking for certain information to ensure that we have all the necessary paperwork completed in time for our trip to France. Please see full details below.

YOUR CHILD'S PASSPORT

I now need to confirm with the travel company that your child has a valid passport. In the first instance, please can you **confirm via the option on ParentPay** that this is the case. As per gov.uk, to travel to France, it must be:

- issued less than 10 years before the date you enter the country (check the 'date of issue')
- valid for at least 3 months after the day you plan to leave (check the 'expiry date')

Before travel, we need to take a photocopy of their passport. Please can I ask you to bring it into school **at your earliest convenience and no later than 20th March**, or send your child in with it if you are happy to do so, where it can be photocopied and stored in our school safe in anticipation of the trip. If you need your child's passport over the Easter break, please can you still bring it into school for photocopying and it will be handed back to you.

EHIC/GHIC

Thank you for your responses thus far following my letter dated 22nd January. Please can I urge you to order a GHIC, free of charge, online if you haven't already done so. Also, if your child does not need the card between now and when we travel, **please can you send their EHIC/GHIC into school at your earliest convenience** via the office or ask your child to hand it directly to me or Mrs Bould.

MEETING DATE

We will be holding a short meeting on Wednesday, 20th March to share information and give you the opportunity to ask any questions you might have. The meeting will be in Room 17 in school at 5.30 pm.



MEDICAL/DIETARY DETAILS AND EMERGENCY CONTACT DETAILS

In order to be fully briefed on any changes in medical or dietary information, our risk assessment asks that parents complete a form shortly before the trip. This is so that we have any updates to information which the school already has on record. You will also be asked to provide a name and number so that, should the need arise, we have the relevant emergency contact information.

Please look out for the form in your email but we will also send a notification out when it is sent in March.

Thank you for your support and, if you have any queries, please do not hesitate to contact me.

Yours sincerely

Mrs H Cowlshaw
Lead Teacher/French

