



Headteacher: Bavaani Nanthabalan MA

Deputy Headteacher: Helen Bruckdorfer BA

Monday 2<sup>nd</sup> December 2013

Dear Parents/Carers

**Ref: Year 6 School Journey to Paris ((6<sup>th</sup> June – 9<sup>th</sup> June 2014) – payments, collective passports and medical cards**

With the above school journey approaching, we require your assistance in preparing for the necessary travel documents. Please can you kindly read this letter very carefully to ensure you are submitting the correct information. It will be essential for you to make a note of the dates in the following areas;

**Payments**

All pupils have been allocated a payment card detailing what has been paid and what is outstanding. If you can unaware of how much is owing for your child, please speak to us in the school office. Any outstanding balances must be cleared by **12pm on Tuesday 1<sup>st</sup> April 2014**. If you are struggling to meet payments, please come and see me as soon as possible so we can look into the situation.

**Collective Passports:**

We need to apply for collective passports and therefore require you to complete one of the following attached questionnaires;

- Collective passport nationality questionnaire and parental consent form for children born in the UK (white form)  
Or,
- Collective passport nationality questionnaire and parental consent form for children born outside the UK (pink form)

Please complete the relevant form and submit it back to the School office by **Friday 17<sup>th</sup> January 2014** along with **x2 passport photos** of your child(ren).

**Medical Cards:**

Your child(ren) will require an EHIC medical card before they travel to Paris. The cards are free of charge but can only be applied for by parents and carers. Unfortunately, applications can only be done in two ways;

1. Online at [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)
2. By phone calling 0300 330 1350

The service also supplies a translator for those who require one. Please can you ensure that your application has been submitted for no later than **12pm on Friday 31<sup>st</sup> January 2014**.

If you require any further information or help with any of the above, please do not hesitate to see me in the school office.

Yours sincerely,

Nathalie Moutia  
**Senior Admin Officer**  
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