

Torriano Junior School

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Executive Headteacher: Bavaani Nanthabalan MA

Head of School: Helen Bruckdorfer BA

3rd December 2014

Dear Parents/Carers

Ref: Year 6 School Journey to Paris ((5th June – 8th June 2015) – 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 1st April 2015**. If you are struggling to meet payments, please come and see me as soon as possible so we can assess each situation individually.

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 16th January 2015** 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
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 30 January 2015**.

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

Helen Bruckdorfer
Head of School

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