

# Torriano primary school

Torriano Avenue, London, NW5 2SJ



Junior Tel: 0207 424 0202

Infant Tel: 0207 485 4325

e-mail: [admin@torrianojun.camden.sch.uk](mailto:admin@torrianojun.camden.sch.uk)

[admin@torrianoinf.camden.sch.uk](mailto:admin@torrianoinf.camden.sch.uk)

*Executive Headteacher:* Bavaani Nanthabalan MA

*Head of School:* Helen Bruckdorfer BA

Tuesday 8th December 2015

Dear Parents/Carers

**Ref: Year 6 School Journey to Paris (8<sup>th</sup> - 10<sup>th</sup> June 2016) – 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 are unaware of how much is owing for your child, please speak to us in the school office. Payments are to be made in installments of a minimum of £10 per week or £40 per month. Any outstanding balances must be cleared by **12pm on Friday 1<sup>st</sup> April 2016**. 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 15<sup>th</sup> January 2016** 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 29<sup>th</sup> January 2016**.

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

Yours sincerely

Helen Bruckdorfer

**Head of School**



