



Emmanuel CE Middle School

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Executive Headteacher: Mr Ron Jenkinson, M.Ed
Head of School: Mr Rob Christopher, BSc (Hons) PGCE
Assistant Headteacher: Mrs Alice Ponchaud, BA (Hons), MA (Ed)

31st January 2019

Dear Parents/Carers,

FRENCH RESIDENTIAL TRIP Monday 11th - Friday 15th March 2019

With the residential rapidly approaching, a **Final Information Evening for this trip will be held on Tuesday 12th February 2019 at 5.30pm** in the school hall. At this meeting final arrangements for the visit will be outlined and any queries addressed. This is an important event and it is necessary for parents to attend. It is not necessary for the children who are going on the visit to attend this meeting. Would you please complete the reply slip and indicate how many people will be attending.

At this time we would also like to inform you of some changes to the staffing for the trip. I am, together with Ms Fagge, now going to be leading the residential in place of Mr Brenton as he will be staying at school to teach his Year 6 SATS class. Mr Christopher will also be joining us on the trip as another senior member of staff.

At the initial Information evening we spoke about organising and managing passports for the pupils. Please could you provide a photocopy of your child's passport for our office records and also that of the EHC (European Health Insurance Card). We can also photocopy the originals for you at the School Office, if required. However, if you require the office to copy your child's passport we would ask that parents bring the passport in, rather than sending it in with the children.

From April 2015 onwards, checks to collect passport information will be taking place for coach passengers to UK ports. While organised groups of schoolchildren aged 16 or under will generally be exempt from these checks, PGL have recommended that we complete their 'Passenger List' template and take a copy to avoid delays. We would therefore request that we could have your children's passport information as soon as possible, so that we can complete these checks at EMS.

As a condition of our accommodation and insurance, we also require the attached permission slip and medical information form to be completed. (We will also have a copy of the Parental Agreement to administer a specific medicine available for collection on the night. Additional copies can be collected from the School Office).

Yours faithfully,

Mrs E Robertson
French Trip Joint Group Leader



French Trip FINAL INFORMATION Evening
Tuesday 12th February 2019

Child's name: _____ Class: _____

No of people attending: _____

Signed: _____ Date: _____
(Parent/Carer)