

19th January 2022

Dear Parents and Carers

YEAR 5 & 6 FRENCH TRIP – 16TH – 20TH MAY 2022

Thank you to everyone who has been making regular payments for our upcoming French Trip and I would just like to remind you that the final balance for this trip is payable by **31st March**.

We now need to start looking at the Collective Passport application and I have enclosed a form that I will need you to complete and send back along with passport photographs. If your child was born outside of the United Kingdom, please can you let me know, so that I can provide you with a different type of form.

We will also require:

- 2 identical passport size photographs (taken within the last 6 months) On the back of one photograph - clearly print the child's first name and surname. The party leader will also need space on this photograph to sign the back. The second photograph should be left blank.

Rules for photos

The photos:

- should be of a similar quality to standard passport photos
- see <https://www.gov.uk/photos-for-passports> for more information on this.
- should not have been previously used on another document
- must not be laminated or photocopies

You can use:

- a school photo - as long as it does not have 'proof' written across it (needs to be passport size, and cannot be a photocopy or printed on a home printer).
- printed digital photos

European/Global Health Insurance Card

As detailed in our previous letter, your child will need to take an EHIC (European Health Insurance Card) or GHIC (Global Health Insurance Card) with them on this trip. If they already have an EHIC card, please can you check the expiry date to see if it is still valid for the duration of this trip. If not, or you do not have a card, please could you apply for a GHIC as soon as possible, because we do not know how long it will take to receive these. You can apply for a GHIC card on the government website at <https://www.gov.uk/global-health-insurance-card>. Please note that you will never be asked for payment for this Card.

Continued overleaf...



Please could you therefore ensure that the following items have been sent to Mrs Drake in the Office by Monday 21st February (week after half term).

- Collective Passport Nationality Questionnaire and Parent Consent Form for children born in the United Kingdom or,
- Collective Passport Nationality Questionnaire and Parent Consent Form for children born outside the United Kingdom or (*please request this if required*).
- 2 x Passport photos (child's first name and surname on back of one photo only).
- EHIC OR GHIC (if you require this for your own holiday before the trip, please let the office know, so that this can be sent in at a later date).

Please do not hesitate to contact myself or Mrs Drake if you have any queries regarding this trip.

Yours faithfully

Mr J Roberts
Trip Leader