

20 June 2017

RB/JB

Dear Parent/Carer

**PGL Côte d'Opale Visit 7-9 July 2017
Information Evening Tuesday 27 June 6-6.45pm Main School Hall**

The travel arrangements have now been finalised and visit bookings have been made on our behalf by EST. I would like to remind you that the Information Evening for this visit is scheduled to take place on **Tuesday 27 June** as indicated above. It is our expectation that all participating students and a parent or carer will attend this meeting. A successful visit depends on everyone being very clear about what is expected of the participants and, clearly, this is not possible if the relevant parties have not attended the Information Evening. ***In order to accommodate everyone in the Hall I would ask that only one parent/carer accompanies their son to this meeting.*** Thank you for your cooperation.

During the course of the evening we will outline the programme for the visit and share with you important safety information. Students will all be issued with a handbook. This handbook will contain all of the information relating to the visit and summarise our expectations regarding conduct and behaviour. Participating students and their parent/carer will be required to sign a code of conduct agreement. The handbook also includes useful guidance relating to practical matters such as a kit list and advice relative to a residential visit abroad. Parents will be given a separate information sheet that will give them essential travel and emergency contact details. Parents will also have the opportunity to meet the staff who will be accompanying the visit and ask us questions about any aspects of the visit. Room arrangements will also be shared and the students will be able to submit their room requests.

I have attached copies of key forms that need completing and handing in on arrival at the evening: Code of Conduct, and the Health and Emergency Contact Form. **Please make sure that you complete the section relating to giving us the authority to act on your behalf in an emergency.** Any students who are travelling on their own passport will need to hand it in on this evening. We will also require your son's European Health Insurance Card (EHIC) to be handed in on the evening. These will be stored securely in school until our departure and returned to your son on the return journey from France. If he does not have a EHIC you can apply for one free of charge online: <http://www.nhs.uk>.

My colleagues and I look forward to meeting you on 27 June. Meanwhile, if you require any further information please do not hesitate to contact me at school.

Yours faithfully



Rosemary Brooks
Modern Languages Department / Party Leader