

12 June 2019

HG/SC/JB

Dear Parent/Carer

**PGL Côte d'Opale Visit 12-14 July 2019**  
**Information Evening Thursday 20 June 6–7pm Main School Hall**

The travel arrangements have now been finalised and visit bookings have been made. I would like to invite you to attend an Information Evening which is scheduled to take place on **Thursday 20 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.

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/carers will be required to sign a code of conduct agreement during the course of the evening. The handbook also includes useful guidance relating to practical matters such as a kit list and advice relevant to a residential visit abroad. Parents will be given essential travel and emergency contact details and will also have the opportunity to meet the staff team that 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.** We will also require your son's **Passport** and **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 an EHIC, you can apply for one free of charge online: <http://www.nhs.uk> and if it does not arrive in time for the meeting, just drop it into reception as soon as possible.

My colleagues and I look forward to meeting you on 20 June. Meanwhile, if you require any further information please do not hesitate to contact us at school.

Yours faithfully



**Mrs H Goymer**  
Modern Languages Department/  
Party Leader



**Mrs S Clare**  
Modern Languages Department/  
Party Leader