



Kelvin Grove Primary School

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Friday 11th January 2019

MEETING RE: YEAR 6 RESIDENTIAL TRIP TO FRANCE – TUESDAY 22ND JANUARY 2019 3.30PM

Dear Year 6 parents and carers,

Our Year 6 residential trip to France is now just over four months away. There are a number of very important legal documents that each family needs to complete before we can take your children abroad. To make this process as straightforward as possible, we are holding a meeting after school on **Tuesday 22nd January at 3.30pm in the Paxton Hall**. **Every child who is going on this trip needs to be represented by a parent or guardian (not an older sibling) at this meeting.** **Please read the contents of this letter carefully** as you will need to bring some key information with you to complete documentation on behalf of your child.

Collective Passport

As previously mentioned, we will be travelling to France on a collective passport. This means that the vast majority of children **will not** need to carry their own individual passports when we travel to France in May. The only exceptions to this are children who are not British citizens – these children will need to travel on their own passports.

We are required to submit the following information to Her Majesty's Passport Office to complete the collective passport application. Please answer the following questions to see what documentation you need to bring to the meeting:

	Question	Response	Action required for meeting
1	My child holds a British passport	YES	Bring a copy of your child's passport to the meeting. You also need the full names, dates and places of birth of both parents to your child and the date of the parents' marriage if applicable.
	My child holds a British passport	NO	None – your child can still be included on the collective passport if either or both parents were either born in the UK or were naturalised as British citizens.
2	My child holds a passport from another country	YES	Bring a copy of your child's passport to the meeting – we will need to take a photocopy and will ask you to bring the passport back to school in May two weeks before we travel to France.

If your child either holds a British passport or is eligible for one and will therefore be included on the collective passport application, you also need to consider these additional questions:

	Question	Response	Action required for meeting
3	Both parents to my child were born before 31 December 1982	YES	None. No action required if one parent was born before 31 December 1982.
	Both parents to my child were born before 31 December 1982	NO	Bring the following details of your child's grandparents to the meeting: full name, town, country, date of birth and date of marriage (if applicable) OR details of yours/your partner's claim to British nationality.
4	Were my partner and I married when my child was born?	YES	Either parent can sign the forms.
	Were my partner and I married when my child was born?	NO	Only the mother can give consent, therefore your child's mother will need to attend the meeting to complete the forms on behalf of your child.

EHIC (European Health Insurance Card)



As previously mentioned, every child coming on the trip will need their own EHIC card. If your child does not have an EHIC card, you can apply for one online for free. The easiest way to apply for one is online - (www.nhs.uk/ehic), alternatively you can call 0300 330 1350. If you would like any support in completing the EHIC application, please speak to one of us at the meeting.

	Question	Response	Action required for meeting
5	My child has their own EHIC card	YES	Bring the card to the meeting if you have not already done so. We will return the cards to you and ask you to return them to school two weeks ahead of our departure.
	My child has their own EHIC card	NO	You will need to apply for one online. We can help you do this at the meeting if you bring your child's NHS number or your own national insurance number. You will also need your passport number.

Medical and dietary requirements

We will ask you to fill in forms concerning your child's medical and dietary needs. If your child takes regular medicine or has any allergies (including hay fever as we will be travelling in late Spring), please have these details to hand at the meeting.

Payments

Thank you for the payments received so far and to those of you that have already paid in full. A gentle reminder that the third payment is due on 28th February. If you have any queries or concerns regarding the payments, please speak to Louise Watson in the office or to Mr Hyde.

We appreciate that there is a lot of information to digest in this letter. If you have any queries about anything mentioned here, **please come and speak to one of us in advance of the meeting.** Please confirm your attendance by returning the enclosed slip to your child's class teacher **by Friday 18th January** at the latest.

Thank you for your continued support.

Yours sincerely,

Miss Oppong, Mrs Satchwell & Mr Tee
(Year 6 teachers)