

Thursday 9<sup>th</sup> March 2017

Dear Parent/Carer,

Re: **Normandy Educational Visit**  
**Monday 26<sup>th</sup> – Thursday 29<sup>th</sup> March 2018**

To enhance language and history studies, we have booked an educational visit to Normandy, France, for when your child is in Year 8. The visit is booked for four days, Monday 26<sup>th</sup> – Thursday 29<sup>th</sup> March 2018, which is the last week of school before the Easter holiday in 2018.

The visit will include a range of excursions and activities, which may include visits to Arromanches 360 Cinema, Arromanches D-Day Landing Museum, American Cemetery Colleville, Landing Beaches, Bayeux Tapestry and Pegasus Bridge Memorial.

## Cost

The estimated cost of the visit is **£335.00 per pupil** based on approximately 70 pupils attending. Included in the cost are food (apart from outward journey), executive coach and driver, ferry crossing, insurance and excursions. Please note: Once the deposit is paid you are committed to paying the full amount of the visit.

A non-refundable **deposit of £50.00** is required by **Friday 17<sup>th</sup> March 2017**. We would then ask that £50.00 is paid monthly from May up to September 2017, and a final payment of £35.00 in October 2017. We hope that this will make payments more manageable, however, should you need more time to make the payments or require assistance, please contact the school office. Payments can be made through the School Gateway or in cash via the School office, *the school is unable to accept cheque payments*.

## Payment plan

	Payment Amounts	Deadline dates for payments
Deposit	£50.00	17 <sup>th</sup> March 2017
Payment 2	£50.00	5 <sup>th</sup> May 2017
Payment 3	£50.00	5 <sup>th</sup> June 2017
Payment 4	£50.00	5 <sup>th</sup> July 2017
Payment 5	£50.00	4 <sup>th</sup> August 2017
Payment 6	£50.00	5 <sup>th</sup> September 2017
Payment 7	£35.00	5 <sup>th</sup> October 2017

Should you wish to pay the balance of £285.00 in full, a payment can be made by Friday 5<sup>th</sup> May 2017.

Norfolk Road : Buntingford : Hertfordshire : SG9 9AW

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## Other Forms to Complete

Enclosed with this letter are a **Parental Consent Form** and a **Collective Passport Nationality Questionnaire**. The nationality questionnaire and consent form ('CPNQ' form) must be filled in by the person who can give consent for the child to travel. For children born outside of the UK an alternative form must be completed, a copy of the form can be obtained from the school office.

If you wish your child to participate in this residential educational visit, please return the above forms to school by **Friday 17<sup>th</sup> March 2017** with the £50.00 deposit.

For educational visits abroad, it is essential that every child has a EUROPEAN HEALTH INSURANCE CARD (EHIC). Should your child not already have one of these, they are free and are easy to order from the following website: [www.nhs.uk/NHSEngland/Healthcoverabroad/EHIC](http://www.nhs.uk/NHSEngland/Healthcoverabroad/EHIC) or you can telephone: 0300 330 1350. We cannot take your child abroad without this so please order the card well in advance. We will be requesting your child's EHIC be sent into school in January 2018.

As with all educational visits, pupils will not be allowed to bring mobile phones or devices with internet access. We expect the highest standards of behaviour on educational visits of this type and will be expecting our Year 8 pupils to demonstrate this leading up to the visit.

We can assure you that this visit will be a very worthwhile part of your child's education. There will be a parents' meeting in the next academic year giving you detailed information about the visit. We will write with further details about this meeting nearer to the time. In the meantime, should you have any queries, please do contact us at the school.

Yours faithfully



Miss Bustard  
**Leader of Faculty (Humanities)**

REPLY SLIP

YEAR 8 RESIDENTIAL EDUCATIONAL VISIT TO NORMANDY

Monday 26th March – Thursday 29<sup>th</sup> March 2018

Name: ..... Tutor Group: .....

I consent to my child taking part in the educational residential visit to Normandy on the above dates and agree to abide by the requirements listed in this letter. I understand mobile phones and devices with internet access are not permitted on this residential visit.

Name: ..... Relationship: .....

Contact Tel Number: .....

Please send this form into school in an envelope along with the following:

- I agree to pay a £50.00 non-refundable deposit  
(Cash or made payable via School Gateway)
- I wish to pay by instalments
- I wish to pay the balance by 5<sup>th</sup> May 2017
- Completed Collective Passport Questionnaire

Signed (Parent/Carer): ..... Date: .....

**Collective passport nationality questionnaire and parental consent form for children born in the United Kingdom**



Name of school or organisation: .....

Name of child: ..... Date of birth: .....

Town and country of birth: .....

Town of residence: .....

**1** Does the child hold a British passport, or have they been included on one of an older relative?  
**Yes** – please fill in sections **2** and **4** and sign the declaration in section **5**.  
**No** – please fill in sections **3** and **4** and sign the declaration in section **5**.

**2**

Passport number	Place of issue	Date of issue	Name of passport holder
.....	.....	.....	.....

**3** Does the child have a parent born in the UK or registered or naturalised as a British citizen (applied for British citizenship through the Home Office)?

**Yes**       **No**

If you have answered 'No', please say if there were any restrictions on either the mother's or father's stay in the UK when the child was born. Please use the other side of this form to provide details.

**4** Name, place and date of birth of the mother:.....

.....

Name, place and date of birth of the father: .....

.....

Date of the parents' marriage: .....

If both parents named above were born after 31 December 1982 or were born abroad, we will also need the full name, town, country, date of birth and date of marriage of the child's grandparents (or details of the parents' claim to British nationality). Please use the other side of this form to provide details.

**5** I confirm that I:

- a have parental responsibility for the child named above;
- b give consent for the child named above to go on the above trip and be included on the collective passport; and
- c am not aware of any court order where the child named above cannot be removed from the United Kingdom, or where a third party (such as the other parent or guardian) or the court must give consent for the child named above to be removed from the United Kingdom.

Signature: .....

Relationship to child:.....

Date:.....

Contact phone number:.....

**Who can give consent?** If a child's parents are married, either parent can give consent. If the parents were not married at the time of the birth (or when the mother became pregnant, for those living in Scotland), only the mother can give consent. However, the father can give consent if the parents then marry each other, or if the father has a parental responsibility order or agreement.

**Parental consent** Either parent with parental responsibility can give consent. If someone acting as a guardian gives consent, they should send a letter explaining the circumstances. It should be supported by a letter from the head teacher or someone similar who is aware of the facts, confirming the circumstances.

**Child's change of name** If the child's name has changed since birth, the parent or guardian signing needs to confirm that everyone with parental responsibility is aware of and agrees to the change of name.

**Children in care** In all cases, we need a letter from the social services department. The letter must say what section of the Children's Act the child is in care under. For more advice, please call the Passport Adviceline on 0300 222 0000