



Queen Eleanor's Church of England Junior School

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8th January 2014

Year 5 Residential Visit to Normandy

Wednesday 7th – Friday 9th May 2014

Dear Parents,

I am pleased to inform you that our booking for the residential trip to Normandy has been confirmed and that your child has been allocated a place.

The total cost has also been confirmed at £198. For those of you who would prefer to pay the £173 balance in instalments, may I suggest the following timetable. If you would like to create your own payment schedule, please come and talk to the office. We don't send out reminders at each stage so please make a note of these dates in your diary:

Child's name:..... Class:.....

Payment to be made on	Amount to Pay	Date Received	Signed
Deposit Already Paid	£25.00	December 2013	Office
Monday 27 th January 2014	£53.00		
Monday 24 th February 2014	£60.00		
Friday 14 th March 2014	£60.00		

This sheet should be used as a payment record which will be signed each time money is received and then returned to you. Should you wish to make only one payment this should be received by **MONDAY 27th JANUARY 2014**, but in this case I would be grateful if you could return this form **NOW**, marked "paying with one payment".

All **cheques** should be made payable to "**Queen Eleanor's School Visits Fund**". Payments should be sent to the school office, via your child's class at registration, with this form in a sealed envelope, marked with your child's name and "Normandy". Alternatively you may pay via **ParentPay**.

The attached **consent and medical forms** should be completed and returned as soon as possible, together with a **photocopy of your child's passport**, by no later than **Monday 27th January 2014**. This information is vital for our organisation and the well-being of your child. Please do not return them until you have answered every question, including providing details of your child's NHS number.

Please ensure that your son/daughter's **passport** and **European Health Insurance Card (EHIC)** are up-to-date as they will **need both of these to travel**. Any child that does not have a passport or EHIC will be unable to travel and we will be unable to issue **any** refund at this point. Please be aware that EHICs do expire, so please check if it needs to be renewed. There is no charge for an EHIC or renewal (please be aware of some sites that do). Details can be found here: <http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>

A meeting will take place nearer the time when we can discuss the itinerary and arrangements in greater detail.

Please do not hesitate to contact the office if we can be of any further help.

Yours sincerely,

Roger Blackburn
Headteacher