

Wednesday 9th May 2018

NORMANDY TRIP: 19-25 JULY 2018

Dear Parents,

I am writing to you regarding the Second Year trip to Normandy from 19th-25th July which your son/ daughter is booked on.

Final payment

The final instalment of £440 was due on Friday 29th March 2018, bringing the total paid to £540. Please ensure that this has been made, as it is now overdue. This payment should be made through the Parent Pay system. If you have any concerns about the cost involved, please contact me at school to discuss the matter.

There are a number of pieces of admin which I also would like to cover via this letter.

- the date, time and venue for an information evening
- your son or daughter's passport details, to be filled in and emailed back
- an email and mobile phone contact for parents and pupils, to be filled in and emailed back.
- an 'Individual Consent and Medical Information' form, to be filled in and emailed back

With this in mind, I would ask you to return the attached forms to me **by email** before half term. My email address is chamberlaint@ripongrammar.co.uk . It is particularly important to state any health issues (including allergies) and dietary requirements at this stage.

Information evening

I would like to invite parents to a **parents' information evening at 6:30pm on the evening of Monday 11th June** in the Hall at school. This will be a chance to find out all information regarding the trip, to meet some of the staff accompanying the trip, and to ask any questions that you have. It is also the point at which you should hand over your child's **passport and EHIC card**, as this is the most secure means of getting it to us. If you cannot attend, please would you email me at chamberlaint@ripongrammar.co.uk

A brief reminder of the itinerary

We will depart late in the evening of Thursday 19th July, catching a morning ferry from Portsmouth to Caen the next day. The trip will involve accommodation at a chateau with full board, and there will be visits to tourist sights, historical venues associated with the Second World War, and some other sites which are still to be confirmed. Travelling to Calais and crossing to Dover in the morning, we will return to Ripon on the evening of **Wednesday 25th July**.

Accompanying staff

The following adults are currently confirmed as accompanying the trip, although there will eventually be a total of 10 joining the trip:

Mr Chamberlain (Head of Modern Foreign Languages)

Mrs Priestley (Cover Supervisor)

Mr Seymour (Head of Music)

Mrs Addis (Head of Boys' Boarding)

Mr Addis (husband of Mrs Addis, Head of Boys' Boarding)

Connie Lumsdon (former RGS student)

In the meantime, I look forward very much to meeting you on 11th June and I hope that you will contact me if there are any further queries.

Yours faithfully,

Mr I. T. Chamberlain

Head of Modern Foreign Languages and Trip Organiser

Pupil's name (exactly as it appears on passport):	
Date of birth (dd/mm/yyyy):	
Passport number:	
Passport start date (dd/mm/yyyy):	
Passport expiry date (dd/mm/yyyy):	
Parents' email:	
Parents' mobile phone number:	
Pupil's mobile phone number (please indicate whether this will be being used during the trip) :	
Please give any further details you consider important regarding your son/daughter's involvement in the trip. These will remain confidential:	