

Monday 8th May 2017

NORMANDY TRIP: 21 – 27 JULY 2017

Dear Parents,

I am writing to you regarding the second year trip to Normandy from 21st-27th July which your son/ daughter is booked on.

Final payment

The final instalment of £430 was due on Friday 7th April 2017, bringing the total paid to £530. 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 in confidence.

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

- The date, time and venue for an information evening
- Your son or daughter's passport details and EHIC card number
- Medical consent form
- Food choices for lunches
- An email and mobile phone contact for parents

With this in mind, I would ask your son/ daughter to ensure that they return the attached forms to Mr Chamberlain or to their French teacher by half term). 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 12th 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 **Friday 21st July**, catching a morning ferry 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 a small theme park. We will return to Ripon on the evening of **Thursday 27th July**.

Accompanying staff

The following adults are accompanying the trip:

Mr Chamberlain

Miss Bennett

Mr Higson

Miss Anderson (sister of Mrs Bennett, and a qualified doctor)

Mr Weston

Mrs Addis

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

Mrs Bennington

Mrs Sanderson

On the following pages are the remaining forms to fill in, including those relating to food, passport and contact details. You will see from the bus lists that I have placed forms A and D together on Bus 1, and forms B and C together on Bus 2. We will be remaining with these groupings for the travel and also for some of the excursions. Please complete all forms and return to Mr Chamberlain or your child's French teacher by half term.

In the meantime, I look forward very much to meeting you on 12th June and I hope that you will contact me if there are any further queries. My email address is chamberlaint@ripongrammar.co.uk

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:

Passport number:
If this is not a UK passport, please specify which nationality it is:

Passport start date:

Passport expiry date:

Parents' email:

Parents' mobile phone number:

Pupil's mobile phone number (please indicate whether this will be being used during the trip) :

Standard Sandwich choice	Sun	Mon	Tues	Weds	Thurs
Roast Pork					
Cheese (Gouda)					
Ham					
Egg Mayonnaise					
Salami (Pork)					

Please indicate if child has allergies or dietary requirements that prevent eating any of the above (give details):

Please give any further details you consider important regarding your son/ daughter's involvement in the trip. These will remain confidential: