



16 November 2017

Dear Parent/Carer

France & Belgium Day Trip – Thursday 15 March 2018

I am very pleased to be able to tell you that your child has a place on the forthcoming France & Belgium trip.

We will be travelling on a group passport.

Passport requirements

We will apply for students to travel on a group passport, students must be a British national and will need to provide the Finance Office with a named passport size photograph (**only official passport photos can be accepted**) and a completed **Passport Parental Consent Form** (this is an official passport form and must be completed correctly) attached.

Form number CPNQ1 is for children born **in** the UK and CPNQ2 for children born **outside** the UK – only **one** form needs to be completed per child, please hand these in to the Finance Department by **Monday 4 December**. On the form, we will need your child's **legal**, first name, middle name and surname. If your child's passport is currently out of date, you do not need to renew it as these details can be used on the CPNQ1 or CPNQ2 form for verification purposes.

Students that are currently **non UK citizens or non British nationals** will need to travel on their own passports and will need to bring a copy to the Finance Office.

European Health Insurance Card (EHIC)

All students must have a European Health Insurance Card. Please bring a copy of the card to the Finance Office by **Monday 4 December**.

Apply:

- online at www.nhs.uk/nhsengland/healthcareabroad/ehic
- by telephone on 0300 3301350
- [Download an application form](#) (PDF, 122kb) and return it to the NHS Business Services Authority, which processes all applications.

Post to:

NHS Business Services Authority
European Health Insurance Card
EHIC Applications
Bridge House
152 Pilgrim Street
Newcastle Upon Tyne
NE1 6SN

If you anticipate any problems that may delay you returning this information (passport & EHIC card) to us, please contact the Finance Office as soon as possible.

The remaining **£65** will need to be paid by **Friday 26 January**.

Should you have any further questions about this trip or would like to discuss it further, please contact me on the school telephone number or by email on:

sara.grierson@icknield.oxon.sch.uk

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sara Grierson', written in a cursive style.

Ms Sara Grierson
Deputy Headteacher