



Friday 7 March 2025

Dear Parents and Carers,

Paris Trip: Request for Passport/EHIC Copies & Information Evening

We are looking forward to our Paris trip in June. I would like to share the following information to ensure we complete the preparation smoothly.

Requesting copies of passports/EHIC/GHIC etc.

From recent trips we are aware that boarder control need details such as proof of citizenship to ensure everyone is compliant with border control requirements on arrival to, and departure from, France. This means that we need to collect hard copies of **ALL** passport and EHIC/GHIC card information. Each students is required to have a current EHIC/GHIC card in order to validate the travel insurance provided by PGL (the travel company).

Please can we ask that you send a clear scan or photo of the identification page of your child's passport, which states the country of origin, their full name and photograph of the child along with a scan/photo of the EHIC/GHIC. If you are able to print a photocopy of the passport/EHIC/GHIC together on one side of A4 paper students can bring this to the year lead office, C040, by latest Friday 21 March. If printing is not possible, please email scans or photos to jbrandsma@northleamington.co.uk again by 21 March at the latest.

Non-British passports

If your child does not hold a British passport, please check the visa/document requirements specific to their nationality for entrance into France. It is the responsibility of parents/carers to ensure the appropriate visa/documents are obtained well in advance of the trip.

Once you have checked the entrance requirements to France from the UK for the student's country of origin please send a screen shot, scan or photo together with any additional documents that are required and send with the passport/GHIC/EHIC copies to jbrandsma@northleamington.co.uk by 21 March where possible.

If you require guidance, or anticipate any issues, please let us know as soon as possible.

Information evening

We would like to invite you to a parent/carer information evening regarding the trip on 8 April at 5pm in the school theatre. There will be a presentation regarding all aspects of the trip as well as an opportunity to ask any questions or queries you may have.

If you have any questions or need further clarification, please do not hesitate to contact me. Thank you for your support in ensuring all arrangements are completed in a timely manner.

Yours sincerely,

Sarah Barley-Morey
Head of Year 8, Croft College Leader