



12<sup>th</sup> May 2023

**BY EMAIL**

Dear Parents,

This year's trip to France will take place between Monday 19<sup>th</sup> and Friday 23<sup>rd</sup> June. The French Trip is an established part of our Year 6 school curriculum and all pupils are expected to participate except where there are exceptional circumstances.

We would like to invite you to join us for an information morning to discuss the trip and answer any questions that you may have. The discussion will take place **in person** on Friday 19<sup>th</sup> May at 8.30am in Highden. A second session will be run **online** at 10am on Friday 19<sup>th</sup> May. Please join the discussion via [Teams](#) which will be recorded and uploaded to the parent portal.

**Below is a summary of the trip and important information which you must read through.**

We will ask you to provide specific documents to the school office ahead of the group's departure date. A checklist for these can be found within this letter. All documents must be provided by Monday 12<sup>th</sup> June at the latest.

**Please note that UK passport holders must have 3 months validity remaining on their passport from the date the group returns.**

#### Departure - Monday 19th June

Departure from school	7:15am	Please ensure that your child is at school by 6:45am at the latest
Travel to France	11:25am crossing from Dover	We are travelling with P&O Ferries. Children will be provided with a school packed lunch and pocket money for the journey
Arrival at Le Château du Broutel, Rue du Marais, 80120 RUE	Approximately 6pm	Supper provided

#### Clothing for travel

All pupils must travel to and from France in their Windlesham House tracksuit. This makes them easy to identify as a group. They can wear their own clothes once they arrive in France.

## Return to school - Friday 23rd June

Departure from Chateau	Approximately 8:30am	Before leaving France, the pupils will visit a Snail Farm
Crossing from France to Dover	1:35pm	We are travelling with P&O Ferries. Children will be provided with a school packed lunch and pocket money for the journey
Arrival at school	Approximately 4:15pm	Please note that the Putney Bus will have departed from school at 1pm on this day. If transport home is required please email <a href="mailto:travel@windlesham.com">travel@windlesham.com</a>

## Spending Money

Throughout the week, the children will enjoy a variety of trips and experiences and the school will be providing the relevant pocket money for each. We ask that you do not provide any additional money. Please see a breakdown of the provision below which will be charged to your end of term bill:

Outbound Ferry (Drink & Snack)	5 EUROS
Chocolate Factory	5 EUROS
Etaples Market (Food, gifts, souvenirs)	10 EUROS
Albert Museum (Souvenirs)	5 EUROS
Return Ferry Crossing (Drink & Snack)	5 EUROS
<b>Total</b>	<b>30 EUROS</b>

## Contact during the trip

There are five members of staff attending the French Trip who will be led by Aly Mason, Head of Modern Foreign Languages. You will receive daily updates from the team about the day's activities and these will be sent to you via email.

It will not be possible for you to contact the staff directly whilst they are on the trip. In the event of an emergency, please call the front office on 01903 874700, or email [whsoffice@windlesham.com](mailto:whsoffice@windlesham.com) in the first instance so they can relay your message.

## Medication

If your child requires medication, you must bring this with them on the morning of the trip. Please can you inform Aly Mason and the medical centre by Monday 12th June so that staff can ensure all paperwork is complete. All medication must be in English and in its original packaging with clear dosage instructions included, otherwise staff will be unable to administer it. You do not need to provide over the counter medication such as paracetamol or travel sickness medication; if your child needs this whilst away, staff will have this in a first aid kit.

## **Passports**

All children will require their own valid passport. This must be provided to the school office no later than Monday 12th June.

## **Travel Insurance and EHIC (European Health Insurance Card)**

The school has its own travel insurance for the French trip, and this includes medical cover. However, we do ask that parents of all European passport holders ensure that their child is in possession of an up-to-date EHIC card (European Health Insurance Card) which helps to smooth the process of any emergency medical treatment. If you already have an EHIC card for your child, please check that it is still valid as we often discover when the cards are handed to us that they have passed their expiry date!

If you are not already in possession of an EHIC card for your child, you will need to apply for a UK Global Health Insurance Card (GHIC). The GHIC has been introduced following the UK exit from the European Union. For further information and to apply online [see this link](#)

These cards are free of charge and may take a number of weeks to arrive, so an early application is advisable. (Please be aware of rogue websites which try to make a charge for the supply of these cards).

Unfortunately, these cards are not available to non-European passport holders, but all children will be covered by the school insurance. Or you may already have/or prefer to take out your own private insurance.

## **French Trip Hoodie!**

This term, Year 6 pupils will spend an exciting week in France as part of their curriculum. Hoodies for the trip are now available to order [online](#). Please make sure to select "French Trip" from the drop down menu at the top of the page. The deadline to place your order is 19 May. Please note these are not compulsory.

## **Food and snacks**

All food is provided as part of the trip but you are welcome to send a small amount of tuck if you wish. Tuck must NOT CONTAIN NUTS! Any tuck found to contain nuts will be removed immediately.

## **Safety & Security**

Pupils' safety and security is our priority on this trip. They are expected to listen carefully to instructions from members of staff and to act immediately on instructions given. Pupils will be ambassadors not only for our school but also for our country while they are in France. We are sure that they will conduct themselves in a polite manner at all times.

## Kit List

- Bath towel
- Sleeping bag
- trainers, French trip hoody (this will be provided in advance)
- Long-sleeved shirts or t-shirts (3)
- Trousers or tracksuit bottoms for activities (2)
- Shorts
- Jumpers/sweatshirts (2)
- Socks (4)
- Pants (4)
- Pyjamas (1)
- Swimming Costume/ shorts (1)
- Thin waterproof anorak (1)
- Cheap/old trainers for wet/ muddy activities
- Sunglasses
- Sun hat
- Wash-bag with shampoo, toothbrush, toothpaste etc
- Small rucksack for outings
- Water bottle for outings
- Sun cream

## Checklist

- Consent form for the trip, completed and returned to the office
- Please ensure that you have handed in your child's passport and GHIC/EHIC (if applicable) to the School Office no later than Monday 12th June
- **Medical statement and consent form** (at the bottom of this letter) signed and returned to the office (in person or by email)
- Complete the **medication consent form** (at the bottom of this letter). Any medication must be provided to school on the day of travel. All medication must be in original packaging with clear dosage instructions included. One of the school nursing team will be on-site on departure day to talk through any medication being provided. This includes tablets for travel sickness.
- If required: Daily prescribed or over the counter medicine, in its original packaging, put in a clearly named bag with instructions for administration. Must be handed to the front office by Thursday morning at the latest
- A bag packed with the suggested kit list items included in this letter
- Please ensure that your medical information is all up to date with our Medical Centre as we will provide this information to the Chateau



# YEAR 6 FRENCH TRIP AND BATTLEFIELDS TOUR 2023 CONSENT FORM

**Name of Child:**

*I am happy for my child to be included in the Windlesham House School Modern Languages Department trip to France, staying in the Château du Broutel, in Northern France, from Monday 19th June and returning on Friday 23rd June.*

## ALL PASSPORTS

**Please complete the information below in full:**

Full Name (as shown on passport)	
Place of Birth (as shown on passport)	
Nationality (as shown on passport)	
Passport Number	
Expiry Date	

**\* I give permission / I do not give permission** for my child to be included in photos and/or videos documenting the trip, which will be shared securely with parents via the Parent Portal/Windlesham Newsletter both during and after the trip. **(\*Please delete as appropriate)**

**Signed:**

**(Parent/Guardian)** \_\_\_\_\_

**Name**

**(Please print)** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return the completed for by 12th June to the school office (whsoffice@windlesham.com)

## Contact Information for the period of the trip/activity

<b>Name and relationship to the pupil</b>	
<b>Home address</b>	
<b>Daytime phone number</b>	
<b>Evening phone number</b>	
<b>Email address</b>	

Please provide an alternative contact if you are not available

<b>Name</b>	
<b>Relationship</b>	
<b>Contact number</b>	
<b>Address</b>	



## Medical Statement & Consent

The following form must be completed by a parent or legal guardian only

### Statement:

*For the period Monday 19th June to Friday 23rd June, I hereby grant authority to the Centre Hospitalier de l'Arrondissement de Montreuil-sur-mer or another hospital, to provide any necessary medical treatment and to release them to the accompanying school teacher and representative of Windlesham House School who brought them in.*

*I give consent for a member of Windlesham House School to administer first aid and over the counter or prescribed medicines, such as paracetamol, to the pupil named below.*

Your name	
Your relationship to the pupil	
Your signature	
Date	
Pupil Name	

**Windlesham House School  
Medication Consent Form**



This form must be completed and handed to the nurse or in the case of a trip to the member of staff responsible for administering medicine on that trip. Medication will not be given unless this form is complete.

All medication must be provided in its original packaging. All prescription medication must also have the name of the child and dose on the label. We cannot administer prescription medication that is not for that child.

**A: PERSONAL DETAILS**

Pupil's Surname	First Name	Form

**B: MEDICATION**

Name of Medication	Time of Dose	Amount to be given	Start and End Dates

**C: CONDITION**

The medication listed above has been prescribed by:

family doctor    hospital consultant    provided by me as over the counter medicine

For treatment of the following condition

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**D: CONSENT**

I give permission for the medication to be administered as detailed above during my child's trip.

Name	Signature	Date

Do you wish the medication to be returned to you at the end of the school trip? Yes/No

**To be completed by the member of staff**

I have received the medication in the correct packaging and have checked the label and dose.

Name	Signature	Date



