



The Kingswinford School

A part of the Windsor Academy Trust

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Place of registration: England

Our Ref: JN/pg
Letters for staff/Battlefields trip

26th February 2018

Dear Parent/Carer,

Belgium Battlefields Trip: 22nd and 23rd March 2018

I hope you have had a good half term. In just under 4 weeks we will be departing on our trip to Belgium and, with this in mind, I would like to draw your attention to a few important details.

I am still waiting on photocopies of passports for a few students. These must be sent in ASAP as passport details need to be forwarded to the travel company prior to departure. If photocopying at home is problematic, please ask your child to bring their passport to me and I can photocopy it and return it the same day. Alternatively, a photograph of the page with the details on is fine – these can be forwarded to JNaujeer@kingswinford.windsoracademytrust.org.uk.

May I respectfully remind you of the importance of meeting any deadlines that may be indicated in communications to you. If there are any issues, please do not hesitate to contact me.

Also, in line with regulations for a residential trip, there will be a parents' meeting on **Thursday 8th March** to go over any final details. This will be at **6.00pm** in the school refectory. This is a statutory requirement for a residential trip and therefore **it is important that both you and your child attend**. I will also take the opportunity at this meeting to **collect passports** in for the trip, so **please bring these along**, in addition to your child's **EHIC card** and a pen as there will be a few short forms to complete. The EHIC card can be obtained **free of charge** via the NHS website if your child does not already have one and usually take less than a week to arrive.

As always, if there are any issues or queries, please do not hesitate to contact me. Otherwise, I look forward to seeing you on **8th March**.

Yours sincerely,

Mrs Naujeer
Curriculum Leader for History

Mr Bromell
Teacher of History/Trip Leader

