

Dear Parents

Year 12 Study Visit to Montpellier

The time for our visit is getting nearer and I hope that your son/daughter is looking forward to our trip.

I am attaching details for the visit including the emergency contact number, flight times etc. Please note that we require passports and EHICS to be handed in to the Finance Office by **Friday 17th May**. Please let me know if this is a problem, for instance if you will need passports during the half-term holiday. Please note that your son/daughter will require enough money to buy lunches during the day as well as snacks, drinks, the occasional bus fare etc.

I will soon be sending out details of host families as provided by the language school. I am assured that these have been carefully checked and vetted by the school.

I also attach a copy of the protocol for the visit. I will ensure that I will meet with the students before the trip to carefully go over what they need to know but I would appreciate it if you could also ensure that your son/daughter is aware of our expectations.

I will be giving the students a consent form and three forms issued by the language school to be completed, signed and returned to me. They are:

- **Parental Authorisation Form.** Where it mentions insurance, our students are covered by the school's insurance policy. You do not have to fill in the two sections about going out in the evening as we will inform the language school about the times applying to all our students.
- **Medical Care Authorisation Form.** In the event of any issue of safety or welfare, I as the party leader take responsibility for your son/daughter as per the school's own consent form.
- **Student Contract Form.** Please ensure that this is read and understood and signed by both parent and student.

Please return all three forms to me and I will ensure that they are passed on to the school or family as appropriate.

Lastly please could you ensure that your son/ daughter's EHIC is up to date and that payment is made in full by 15th May by Wisepay as arranged.

If you have any queries please contact me at jwaters@thelangton.kent.sch.uk

Kind regards.

J. Waters

Visit Organiser