



HEADTEACHER: MELISSA ROBERTS  
LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

AE/hr/French and Spanish Trips  
22<sup>nd</sup> February 2024

Dear Parent(s)/Guardian(s),

As the French and Spanish trips for this summer are fast approaching, I am writing to ask you to fulfil the following requests.

Firstly, can you please send in your child's passport and GHIC card (Global Health Insurance Card) with your child to the Finance Department so that a copy can be made. Please note, this copy will be held securely in the school safe. You can find details of how to apply for a GHIC by visiting [www.gov.uk](http://www.gov.uk) and searching for GHIC.

It is imperative that we check all passports to make sure that they conform to the requirements for travel and to satisfy the travel insurance documentation. If you prefer, you can scan your child's passport (the photograph and child's details page) and the GHIC card and attach it to an email to [financedept@stjosephsmail.com](mailto:financedept@stjosephsmail.com). Please do this by the **Friday 15<sup>th</sup> March** at the latest.

Secondly, please ensure that you have paid the full outstanding balance for the trip, preferably by:

**Paris – Friday 5<sup>th</sup> April 2024**

**Barcelona – Friday 12<sup>th</sup> April 2024**

There will be a parents' information evening ahead of the trips and I will send further details of this in the near future.

As always, if you have any questions or require any further information, please do not hesitate to contact me via email - [aedmondson@stjosephsmail.com](mailto:aedmondson@stjosephsmail.com).

Yours sincerely,

Mr A Edmondson

**Subject Leader for Modern Languages Department**

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