



18 May 2023

Dear Parent/Carer

**Football Tour Trip to Dortmund, Germany – February 2024
Passport and EHIC/GHIC copies**

I would like to take this opportunity to thank you for your continued support for this trip. As a reminder, the remaining payment dates are below and these can be made at any time, but each one must be paid by the date stated. Thank you to those who have already made further payments.

Payment required	Payment must be made by
£300	1 June 2023
£266	1 September 2023
£266	1 November 2023

Passport and EHIC/GHIC copies

All travellers attending this trip will require a valid passport to travel and we have been advised of the following from our travel company:

*We recommend that you ensure that you have **at least 6 months validity left on your passport on the day you travel.** This allows for:*

- *Travelling in Europe for up to 3 months*
- *The requirement of most European countries to have at least 3 months left on your passport on the day you leave.*

*Please also note that **your passport must be less than 10 years old on the day you leave your destination and return to the UK.***

Please provide a full clear copy of your child's passport information/photo page. This can either be a photocopy or a photo taken on your mobile phone. If your child does not hold a UK passport, please inform me as soon as possible, as a visa may need to be applied for.

Travellers are also required to have a European or Global Health Insurance Card (EHIC/GHIC). If you have a UK EHIC it will be valid until the expiry date on the card. Once it expires, you will need to apply for a GHIC to replace it <https://www.nhs.uk/>. There are no costs associated with this card. Please provide a clear copy of your child's card.

By the end of 2022, all visitors that currently do [not need a visa to enter Europe](#) will be expected to apply for an **ETIAS** visa waiver (European Travel Information and Authorisation System). For information, please go to <https://www.etiasvisa.com/>.

I look forward to receiving your child's passport and EHIC/GHIC copies (please mark 'Dortmund Trip') and if you have any questions, please let me know via email to k.feetham@coxgreen.com .

Yours sincerely

Mrs K Feetham
Trips and Visits Administrator/DofE Manager
Student Services Office

Please note:

- *Places on all trips are subject to the school expectations for the Behaviour Policy being met. Any student who receives a suspension may have their place withdrawn from the trip and no refund will be made unless the place can be resold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be resold.*
- *Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.*
- *If the trip is cancelled due to uncontrollable circumstances i.e. weather, Foreign/Home Office guidance, the refunding of costs will be subject to insurance cover.*
- *This trip is run via travel company: Halsbury Travel.
To enable your child to attend the trip, we will be sharing your child's personal data with the travel company and any partners of the travel company that are required for the running of the contract (e.g. airlines, hotels, etc.).*
- *Payments are to be made by the dates specified. Late or non-payment may result in your child's place being withdrawn from the trip. If you choose to withdraw your child for reasons not stated above, any costs attributed to date, must still be made.*
- *Should the school need to contact you in an emergency, we will use contact details supplied on your most recent OA4 Form (off-site activity form). If there are any changes to the details on this form, including any medical or dietary requirements, it is the parent/carer responsibility to inform the school.*
- *This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.*
- *There will be no insurance cover due to disinclination to travel.*