

7th January 2019

Dear Parent/Carer

2019 Ski Trip – Final Details

I am writing with a little under 3 weeks left until our departure and I have several important reminders.

Passports, EHIC cards and any Euros that you would like me to look after must be handed to me on **Friday 18th January** before the start of the school day. Please contact me if you are unable to provide these documents prior to our departure so alternative arrangements can be made.

In the unlikely event of medical treatment being needed our travel insurance will cover most medical expenses directly. However if any medical costs have to be paid in advance parents/carers will be required to reimburse these upon our return to the UK and then claim these back through the insurance policy. Parents/carers will also be responsible for the payment of any insurance excess.

We have a maximum baggage allowance of 22kg for hold luggage and 10kg for hand luggage; however it is important that pupils are able to carry their own bags without assistance. When packing please ensure that a pair of ski socks are easily accessible at the top of your son/daughters case so that they are prepared to have ski boots fitted as soon as we arrive in resort. Please carefully check current airport security requirements when packing, paying particular attention to the rules regarding liquids and limit hand luggage to the bare essentials to ensure that security screening can be completed as easily as possible. Further information can be found at:

<http://www.manchesterairport.co.uk/manweb.nsf/Content/SecurityProcedure>

We hope to be able to use the school text message service to inform parents of our safe arrival in resort and to provide updated information about our return journey. We also hope to be able to upload photographs to the school website and Twitter page, However if you wish for your child not to be photographed please contact the school office.

On Saturday 26th January, all participants must be at school no later than 7.45am. Please do not park in the school car park after you have dropped off your son/daughter as we will need to lock the school gates after the coach departs. The coach to Manchester Airport will depart at 8.00am. Unfortunately, if you are late we will have to depart without you. In this case you will have to make your own way to the airport. You will find our confirmed travel details on the reverse of this letter.

If you need to contact me for any reason prior to departure, please phone the school office or email me at md@codsall-middle.staffs.sch.uk .

Yours Sincerely,

Mrs M Davison