

April 2010

Dear Parent / Carer

### **Ski Trip – February 2011**

I would like to inform you of two important documents that students will require and which must be up-to-date by the time we travel. The first is a European Health Insurance Card (EHIC). This will be required should any medical treatment be necessary and has replaced the E111 form. If your son/daughter does not have an EHIC, you can apply online at [http://www.dh.gov.uk/en/Healthcare/Healthadvicefortravellers/DH\\_4135688](http://www.dh.gov.uk/en/Healthcare/Healthadvicefortravellers/DH_4135688) or apply by phone by calling 0845 606 2030.

The second document students will require is a valid passport. If the student does not hold a British/European passport, could you please write me a letter to inform me, so I can then complete the necessary paperwork to allow students to travel with the College. All passports and EHICs will be looked after by the member of staff in charge. We have found this to be a very efficient way of managing passports on trips abroad. If you require any more information, the following website may be of some use <http://www.ips.gov.uk/passport/index.asp>.

I feel it is important to make you aware of important issues at an early stage so that everything can be in place well in advance of the trip. I have scheduled a Parents Information Evening for Wednesday 17<sup>th</sup> November 2010. Details for this will be sent out at the start of the new school year.

Yours faithfully



Stuart Patman  
Ski Party Leader  
[SPatman@elycollege.co.uk](mailto:SPatman@elycollege.co.uk)

