

# Queen Elizabeth High School



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Headteacher: Martin Farmer BEd (Hons) NPQH

Our Ref: SD/DW

18<sup>th</sup> November 2021

Dear Parent / Carer

## **Re: Essential Dates**

With less than 100 days until our departure for Andorra planning and preparation has begun to accelerate. I hope the pre-departure meeting gave you a real taste of what your child will be up to and that we were able to answer all of your questions.

To ensure the smooth organisation and running of the trip it is imperative that deadlines for information and payments are met. If, for any reason, deadlines cannot be met please do get in touch so that we can account for this and work with you to find a solution.

By now we should have received the essential trip information form and photocopies of pupils' passports and EHIC/GHIC cards, which was detailed in the letter handed to pupils in September. We understand that some parents are waiting for new/renewed passports and GHIC cards, and would appreciate prompt copies of these when they arrive.

Please see the following deadlines:

Deadline	Item
Friday 19 <sup>th</sup> November 2021	- Final balance settled
Friday 26 <sup>th</sup> November 2021	- Hoody sizes (samples will be available at reception)
Friday 3 <sup>rd</sup> December 2021	- Medical/information form and code of conduct, completed in full and signed
Friday 4 <sup>th</sup> February 2022	- Original travel documents (passport and EHIC/GHIC)
Friday 11 <sup>th</sup> February 2022	- Spending money - Medication - Proof of vaccination
Friday 25 <sup>th</sup> February 2022	- Sworn statement of honour

In the weeks leading up to our departure we will confirm the itinerary, sleeping arrangements, emergency numbers and COVID-19 protocols.

Yours sincerely,

Mr Day  
Assistant Headteacher  
Ski Trip Leader