



Church of England School
Headteacher: Mr A J Wilcock MA (Cantab)

9 March 2017

Dear Parent/Carer

French Exchange Meeting – Thursday 20th April, documents request and update

There will be a French Exchange information evening on **Thursday 20th April at 6.30pm**. Students are welcome to attend should they wish to. The information meeting will take place in **the main school hall**. We advise you to enter the school via the Hume Way/School Car Park Entrance. Should you require disabled access or have any other special requirements, please inform the School Office on 01895 639227, or email office@bishopramseyschool.org in advance.

This evening is intended to give parents and students vital information regarding the arrangements for the trip to France but also to give you details of the French students' stay here in Ruislip. Parents and students will also have the opportunity to ask questions.

If you cannot attend the evening, please email me ehofmann.312@lgflmail.org and I will send you a copy of all the relevant information.

In the meantime, please send in a photocopy of your child's passport and EHIC card by the **28th March** in preparation for the trip.

Students going on the exchange must have their **own** passport and a European Health Insurance Card which you can apply for online (<http://www.ehic.org.uk/>). The EHIC card is **FREE** if you apply from the official website. The earlier the application is made, the better as cards can take up to 2 weeks to arrive! Please don't leave it until the last minute, as your child will not be allowed to travel without an EHIC card. If your child has a **non-European Union** passport, please notify me as soon as possible (by using the email address above) so the necessary arrangements can be made.

Please note that the final instalment of £95 for the Exchange is due on **16th March**.

Thank you in advance for your prompt payments and for supporting the Exchange. It's going to be a great trip!

The French students with will be with us from Tuesday 6th to Monday 12th June 2017. At the information evening you will receive a copy of their programme for your perusal and planning.

Yours faithfully

Miss E.A. Hofmann

Miss E Hofmann
Head of MFL Faculty

