



# Standish Community High School

*'Leading learning to be outstanding'*

Kenyon Road, Standish, Wigan WN6 0NX  
Telephone: +44 (0) 1257 422265  
Facsimile: +44 (0) 1257 425858  
E-mail: enquiries@admin.standishchs.wigan.sch.uk  
www.standishchs.wigan.sch.uk  
Head Teacher: Mr A. Pollard BA (Hons) MA NPQH  
When replying please ask for:

**Mrs Lea/ Mrs Hefford**  
**Modern Foreign Languages Department**

November 2017

Dear Parent / Carer

Please find the payment schedule for the French trip to Paris next June below. You can make these payments either by cheque, made payable to Standish Community High School or using the online payment system.

Payment schedule

10/11/2017 Interim payment:	£140.00
09/02/2018 Interim payment:	£100.00
20/04/2018 Final payment:	£100.00 (all outstanding monies)

Please can you also send in a photocopy of your child's passport or alternatively email me a scan/picture of the passport as we require the details for the travel company.

We also need to ask you to obtain an EHIC card which you can do online at the following <http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>

Please can you fill in the medical form and return this with the reply slip below to Mrs Lea by November 24<sup>th</sup> 2017. If you do not have the details of your child's passport we will fill this in later.

More details will be available soon and if there are any problems do not hesitate to contact Mrs Lea at [leaj@standishchs.wigan.sch.uk](mailto:leaj@standishchs.wigan.sch.uk).

Any place offered on an educational visit is conditional and may subsequently be reviewed by the Senior Leadership Team of the school and if a student's presence is identified as being potentially prejudicial to the health and safety of those participating in the visit, he/she may be withdrawn.

Yours faithfully

**Mr A Pollard**  
**Headteacher**

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**REPLY SLIP:** Please return to Mrs Lea (MFL Dept. R4)

**I understand that my son/daughter is expected to adhere to the schools code of conduct whilst on the French trip and I have read and understand the information above regarding health and safety.**

**Student:** ..... **Form:**.....

**Dated:** ..... **Signed:** .....

(Parent / Carer)

