



# UPTON JUNIOR SCHOOL

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Mrs M Lewis BA Ed (Hons)  
Headteacher  
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5<sup>th</sup> May 2016



Dear Parents / Carers,

## Year 6 Trip to George Sand School, Wattignies - 30<sup>th</sup> June 2016

Bonjour! Your child has been allocated a pen friend and has secured a place on the trip to George Sand School, Wattignies, France on **Thursday 30<sup>th</sup> June**.

In order to arrive in Wattignies at a reasonable time, we need to leave Upton Junior School promptly by 6:15am. Please arrive prompt at the school at 6:00am and report to your child's designated leader. You will need to hand to them your child's passport and EHIC medical insurance card. Also, any essential medicines will need to be handed to the group leader correctly labelled. However, travel sickness tablets can be carried and administered by the child.

Please provide your child with a packed lunch and an extra drink (not fizzy) and snack for late afternoon, as it will be a long day. **Your child will be required to wear their full school uniform**, it is essential that they can be instantly identified, however they may wear trainers as they will be taking part in some games activities at the school and pack a pair of shorts if desired. I would suggest a maximum of 10 Euros (£10 approx.) which they will need to look after themselves.

The journey to Wattignies takes about 1½ hours from Calais. Your child may like to take a hand-held electrical device; however, **we cannot take any responsibility for the loss of any valuables**. Alternatively, they may like to bring a comic, a magazine, a book or pack of cards to occupy themselves.

The cost of the trip will be £25.00 and the next step is to check that the Passports are in order and collect the money. I would be grateful if you could produce the following documents to the office by **Friday 27<sup>th</sup> May 2016**.

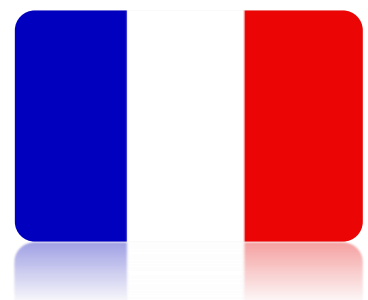
- ✓ Passport for checking.
- ✓ £25.00 due for the cost of the trip. **Online Payments:** This trip is now available to pay online at [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) with your individual log-in details. This is a safe and secure way to pay for your child's trip online, if you are unsure please contact the school office directly.
- ✓ The completed Consent / Medical form which is enclosed.
- ✓ EHICA (this now replaces the old E111 form). The EHICA form (European Health and Insurance Card Application form) is available at the Post Office or online at [www.ehic.org.uk](http://www.ehic.org.uk). The form needs to be completed and sent off as soon as possible as it can take quite a long while for the card to be issued. **(If this needs to be applied for and is not available by Friday 27<sup>th</sup> May, please produce everything else and the new card should then be produced when you receive it).**

In the event of an unexpected delay Mrs Lewis will be informed and a text will be sent to you. The children must remain with their group leader on the ferry, however, they are free to sit with whoever they wish on the coach and will mix freely in Wattignies.

Let's keep our fingers crossed for good weather and a smooth crossing!

Yours faithfully

*Year 6 Team*





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**Online Payments:** This trip is now available to pay online at [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) with your individual log-in details. This is a safe and secure way to pay for your child's trip online, if you are unsure please contact the school office directly.

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**Behaviour Policy & School Trips:** Our expectation is for all of our pupils to behave the 'Upton Way' across all aspects of school life. To be off site, on a school trip, the expectation is even greater. The children are representing Upton Junior School and it is expected they follow the high standard of behaviour set whilst they are in school.

The staff leading the trip must be confident that the children understand the importance of following our rules and routines. Therefore, behaviour between now and the trip must remain at the expected level, with every child behaving the 'Upton Way'.

We have in place a **3 Strikes Policy** using our 'Behaviour Points' as a means to measure 'unacceptable behaviour', any child receiving less than 22 points in one week will be given a 'verbal warning' as strike 1 and parents will be informed. Should the negative behaviour continue, with a child ending a week for the second time with less than 22 points, then the 2<sup>nd</sup> strike will be issued and parents will receive a letter notifying them of this. If, unfortunately, the child continues to exhibit unacceptable behaviour and ends a week with less than 22 points for the third time, then the final strike will be issued. This will result in their place on the school trip being withdrawn.

We are sure you will appreciate that for the health and safety of all our pupils and staff, behaviour not of an acceptable standard cannot be allowed for an offsite visit.

I am confident this situation will not arise with your child but it is my duty to make you aware of our policy at this stage.

If you have any further questions, please do not hesitate to contact me.

Yours sincerely

*Mrs M Lewis*

Headteacher