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Chief Executive: Mr D Judson, BEd, NPQH
Head of School: Mrs A Sweeten, BA (Hons), MA, NPQH
Deputy Headteacher: Mr S Rawle, BA (Hons), MA

16 November 2022

Dear Parent / Carer,

Re: Ski Trip 2023 Update (0045-22KTH)

Your child is due to take part in the upcoming Longfield Ski Trip to Salzburger Sportwelt, Austria, Saturday 4th March 2023 - Saturday 11th March 2023. I would like to take this opportunity to provide information regarding the required clothing and remind you of important forthcoming deadlines.

Clothing

Christmas may offer a timely chance to equip pupils with the necessary clothing to bring with them on the visit. It is essential pupils have the following items:

- Ski Gloves
- Ski Socks
- Salopettes (Ski Trousers/Pants)
- Ski Jacket
- Ski Goggles

Online sites, such as 'Vinted' and 'Facebook Marketplace', often present the chance to purchase specialist clothing at a much lower price than buying new. Most of the clothing available on these sites may have only been worn for one ski visit and lots of items are in nearly new condition.

Passports

Regarding passports for the visit, you will be aware that it is our intention for pupils to travel using their own individual passports. **If your child has their own passport** and it is within date (*see below requirements), **the passport must be brought to school reception between 9th January 2023 and 13th January 2023 to ensure we can complete checks in enough time to address any issues.** Individual passports are preferred as they will make travelling much quicker for the group.

*Current passport advice for Austria states that passports must be:

- Issued less than 10 years before the date you enter the country (check the 'date of issue')
- valid for at least 3 months after the day you plan to leave (check the 'expiry date')

To remain up to date with passport requirements please visit [gov.uk - Check Your Passport & Travel Documents Before Travelling](https://www.gov.uk/check-your-passport)

If your child does not have their own passport, please ensure you have completed and returned the collective passport questionnaire included in the initial confirmation letter. Please note, if your child was born outside of the UK, do not complete the questionnaire, please contact reception for the appropriate form.

In addition to completing the collective passport questionnaire, please supply 2 passport photographs. **The passport questionnaire and photographs must be returned to school reception no later than 4.00pm on Thursday 1st December 2022.**



Medical Information

Please also be aware, if any medical information changes prior to the visit you must ensure you contact the school by Friday 3rd March 2023.

Payment Schedule

A reminder, the final scheduled payment of £160 is due on Friday 2nd December 2022. It is possible to pay for the visit in full at any time.

If you have any further questions regarding any information in this letter, please do not hesitate to contact me via main reception on 01325 380 815 or by email kthompson@longfield.swiftacademies.org.uk

Yours faithfully,

A handwritten signature in dark ink, appearing to be 'K Thompson', with a stylized flourish at the end.

Mr K Thompson
Assistant Headteacher