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26 September 2017

Dear Parents/Carers

Principal: Alan Warboys B.Ed. (Hons)

O1093 - Ossett Academy & Sixth Form College Ski Trip 13 January 2018 – 20 January 2018

I would like to invite you to a short, informal meeting about the Ski Trip on Thursday 19 October 2017 commencing at 6:00pm in Kendall Hall. At the meeting we will go through information regarding the visit and answer any questions or queries you may have. You will also have the opportunity to purchase/hire Ski equipment for the trip from BAC Outdoor Leisure Ltd who will be attending the meeting.

Please can I also take this opportunity to remind any outstanding payments are now overdue and will need to be paid as soon as possible.

A health information form from the tour company must also be completed as specific information is required, in particular shoe size and helmet size. Due to confusion in the past regarding measurements, I can confirm that **all** measurements are taken in centimetres. **Please complete the attached Ossett Academy health form and the tour company's health and ski information form and bring both forms to the meeting.**

May I also take this opportunity to inform you, should you not already be aware, of recent changes to medical insurance. The EHC (European Health Insurance Card) has replaced the E111. Since 1 January 2006, E111s are no longer valid. If your child does not already hold one, you must apply for an EHC for your son/daughter. The quickest and easiest way to get an EHC is by applying online at www.dh.gov.uk/travellers and the card will be sent to you within 7 days. Alternatively, you can apply by telephone (0845 606 2030 – allow 10 days for delivery) or by picking up an application form from the Post Office and sending off for the card (this can take up to 21 days). If you require any more information about the EHC application, please call the EHC Enquiries Line on 0845 605 0707. **Please can all EHC cards be brought to this meeting as well.**

Thank you once again for your support and I look forward to seeing you at the meeting. Please do not hesitate to contact me if you require further information.

Yours sincerely

Miss N Atkinson
Trip Organiser

PLEASE BRING ALL ATTACHED FORMS TO THE MEETING ON WEDNESDAY 18 OCTOBER 2017. In the meantime, if you have any queries, please contact Miss Atkinson on 01924 232820 or email: natkinson@ossettacademy.co.uk

O1093 - Ossett Academy & Sixth Form College Ski Trip
13 January 2018 – 20 January 2018

CHECKLIST FOR SKI TRIP PAPERWORK AND DOCUMENTATION

Document	Collected
EHIC Card	
Passport	
Ossett Academy Health Form	
Health & Ski Information Form	



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HEALTH INFORMATION FORM

Title of Trip.....Trip Code []

Name:	Form:
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Details of any illness or disabilities:
(including asthma, diabetes, migraines, severe period pains, travel sickness etc)

Details of any allergies or dietary requirements:
(including vegetarian or vegan diet, nut or dairy produce allergies)

Details of any medication currently being taken or likely to be needed:
(including dosage required and frequency of doses – note that any medication must be handed in to the member of staff in charge of Health and Safety) (for travel sickness – only sufficient medication for the student themselves there and back)

Details of any recent contact with infectious or contagious diseases:
(it will be necessary to inform the member of staff in charge of Health and Safety of any further contact after this form has been handed in)

Date of last tetanus injection:

It may be necessary to administer Paracetamol and/or antihistamine if a student presents symptoms: Please tick the box if you are happy for an appropriate member of staff to administer []

Next of Kin:	
Name	Relationship to student:
Address	
Telephone Number:	Mobile Number:
Email Address:	

GP Name, Address and Contact Number:

Emergency Permission:
I give permission for my child to receive emergency treatment from a doctor as considered necessary by the staff in charge of this visit and the medical authorities consulted.

Note: Any information given will be held in confidence.

Signed: _____ Print name _____

Date: _____ Relationship to student _____