

Dear Parents

Firstly may I remind those of you that still have to pay the £50 surcharge that this was due on Friday 30th January. You will need to pay this immediately in order for your child to go on the trip. Thank you to all of those who have paid already. If you have not already handed in your child's EHIC card this needs to be done by the end of Tuesday 10th February.

Below are the final details regarding the forthcoming ski trip to Austria. You will see from the itinerary we are due to leave school at 11.30 am. **All students are required to be in school as normal for lessons 1 and 2 of the school day. Under no circumstances are students permitted to take the morning off school.**

On arrival at school students will need to take their luggage to the sports hall where all cases and hand luggage will be locked away until break time. They will need to hand in their pocket money, clearly labelled with their name and amount enclosed, in an envelope to Mr Rowe. They will also need to hand their passport to Miss Wilson. All medication will need to be given to Miss Ward clearly named and in a bag. Don't forget to pack a pair of ski socks and DVDs for the journey in your hand luggage. You will also need to pack enough food to last you until the Saturday evening as our first meal at the hotel is the evening meal, Saturday 14th February.

Students will be allowed to come to school in the clothes they are travelling in but must wear their Notley Ski Hoodie. They do not need to wear school uniform. Students will then go to lessons 1 and 2 as normal. At the start of break time students will go to the sports hall to collect their luggage and get on the coach.

Final Itinerary:

Friday 13 th Feb	11.30 Depart Notley High School 15.15 Ferry departs Dover 18.00 Coach departs Calais
Saturday 14 th Feb	09.00 Arrive at hotel 10.00 Ski Fit
Sunday-Friday 20 th Feb	Skiing
Friday 20 th Feb	19.30 Coach departs hotel
Saturday 21 st Feb	10.55 Ferry departs Calais 11.45 Coach departs Dover 14.30 Coach arrives at Notley High School.

All times on the itinerary are subject to change, especially those for our return journey. As a rule, we usually arrive at the docks in Calais very early Saturday morning and catch an earlier ferry. You will need to be available to collect your child at any time from 8 am onwards on Saturday morning!

On our arrival in the resort I will leave a message on the Notley Trips Hotline to let you know we have all arrived safely. I will also leave a message on the hotline informing you of our actual arrival time on Saturday 21st. **All parents will need to phone the hotline between 7am and 7.30 am Saturday 21st morning to ensure you are at school on time for our arrival home.**

I would like to take this opportunity to remind all parents that their child must have a ski helmet and will not be allowed to ski without one. They are available for hire from The Paris Sports Company, 01277 823365. You may not hire them in Austria.

In terms of Essex Health and Safety requirements I would also like to remind you that students are not able to take mobile phones on the trip. You have emergency contact numbers for us and the students will have opportunities to use public telephones. Students who fail to comply with this request will be dealt with severely.

Telephone Numbers:

Notley Trips Hotline: 01376 556378
Emergency Staff Contact Number: 07941216701
Emergency Hotel Contact Number: 004362446225

Can we remind you that the Staff and Hotel Contact Numbers are to be used for emergencies only.

We wish the students a happy and safe trip. If you have any queries then please contact me at school.

Yours Sincerely

Mrs N Segura