

November 2023

Dear Parent/Carer,

RE: Barcelona Trip – March 2024

Essential travel Information

All students will need to have their own individual valid passport for the trip to Barcelona.

In order to book the flights for the trip to Barcelona, we need to confirm the name of your son/daughter as it appears exactly within their passport, as well as their date of birth and passport number. Therefore, we need to have access to a copy of the full details page. **Please submit an electronic copy of these details to finance@cirencesterkingshill.gloucs.sch.uk by Friday 24th November 2023.**

Alternatively, please supply a photocopy of the passport information page and return to the Finance Office. If you do not have access to a Photocopier please bring the passport into school and we will photocopy it ourselves. Unfortunately, we are unable to rely on the name simply being written down as we need proof that it is exactly how it appears in the passport itself. Any errors will require payment to correct, and so we are looking to avoid this scenario.

Can you please also check that the passport is valid for 6 months from the date of travel. If it is due to expire before September 2024 you will need to apply for a renewal. If your child doesn't currently have a passport, can we please suggest that you order one as soon as possible to avoid delays as we will need access to the details page to proceed with booking flights.

Should you have any problems or questions concerning this trip, please do not hesitate to contact me.
rvine@cirencesterkingshill.gloucs.sch.uk

Thank you for your support and co-operation.

Yours sincerely,

Mrs R Vine
Head of Art/Barcelona Trip Co-ordinator