



Boroughbridge High School

20th May 2026

Dear Parent/Guardian

Y7 and Y8 Normandy Trip

“Le grand départ” to Normandy is fast approaching and I would like to give you a few gentle reminders as well as an invitation to you and your child to attend an Information Evening on **Thursday 4th June from 5-6pm** at the high school.

The evening will consist of a short presentation regarding how to prepare for the trip and what to take as well as discussion of the itinerary and departure and arrival times. The other aim of the evening is for you to meet other Year 7 and Year 8 parents as well as the staff team going on the trip. There will be time for you to ask any questions to me directly regarding your child or the trip. If you are **unable** to attend the Normandy Information Evening, kindly email me at mreed@boroughbridgehigh.com and I will forward important documentation to you directly prior to departure.

IMPORTANT FINAL DETAILS

Before departure please can you ensure that you have organised and handed in the following for your son/daughter.

- 1. GHIC CARD & passport** - If you are yet to hand in your child's passport and GHIC card, please ensure it is handed in to me no later than Thursday 4th June at the Information Evening.

2. MEDICAL/ DIETRY REQUIREMENTS

If your child has any special needs, food allergies, dietary needs or any other information that was not included in your child's medical indemnity form that was completed in September, I would be grateful if you could provide written confirmation and hand it in to a member of staff at the Information Evening or by emailing me directly. With regards to any specific medication your child might need or is currently taking, I would be grateful if you could provide written instructions by email regarding administration, dosage and frequency. Please remember that there will be time for you to discuss any medical issues with me directly at the Information Evening.

3. CODE OF CONDUCT

I have attached a Code of Conduct Form which I would like you to discuss with your son/daughter and return to me by **Thursday 4th of June at the very latest**. We have the right to decline pupils that have not signed a code of conduct for health and safety reasons.

Headteacher: Kathryn Stephenson, BA (Hons)

Wetherby Road Boroughbridge N Yorkshire YO51 9JX Tel: 01423 323 540
Web: www.boroughbridgehigh.com Email: schooladmin@boroughbridgehigh.com

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I would like to take the opportunity to thank you for all your help so far regarding the completion of the required paperwork as well as prompt payment and returns of forms. Should you have any further specific questions, please do not hesitate to contact me directly. I really look forward to meeting you in due course.

Best wishes

Marianna Reed

Boroughbridge High School - Agreed Code of Conduct Form for a Residential Trip

In order that the trip runs smoothly and **ALL** students/pupils will enjoy it, I would like you to read the following with your son/daughter. Both of you should agree to follow the guidelines. (If there are any points you would like to question before signing, please contact me to discuss them).

Pupils will:

- Respond to hotel staff in the same manner as their school/college staff
- Respect one another, and treat others as they would hope to be treated.
- Take part in **ALL** of the activities, unless there is a medical reason to prevent them from doing so.
- Follow hotel rules, as explained on arrival, respect hotel and resort property and equipment.
- Be responsible for paying for any damage to hotel property.
- Be responsible for any valuables they choose to take (mobile phones, ipods etc.)

Pupils will not:

- Enter rooms of pupils of the opposite sex.
- Disturb others or prevent them from getting sleep after lights out (Teachers & pupils need their sleep for the activities the next day!)
- Leave the group without permission.
- Buy illegal or dangerous toys such as toy guns and/or related equipment e.g. BB guns and pellets/electric shock gadgets etc.

I trust you will realise that this is all really "common sense" behaviour, although when written down it may sound like strict rules. If a student/pupil is seen to breach the agreed conduct they may be banned from any future trips.

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Boroughbridge High School – Year 7 and Year 8 Trip to Normandy: Monday 15th June to Friday 19th June 2026

STUDENT’S NAME:

I have read the **Agreed Code of Conduct Form for a Residential Trip** on expected behaviour and the possible consequences for not following them. I agree to uphold these guidelines during the week.

Signed (Student)_____

Student Name_____

I have talked to my son/daughter about the agreed conduct and agree that he/she should follow it. I am also aware of the consequences should my son/daughter breach the guidelines.

Signed (Parent/Guardian)_____

Parent/Guardian Name_____