



Ready, Respectful, Resilient

Headteacher: Mrs T Price BA (Hons) MA Ed

24 April 2026

Dear Parents/carers,

As we make the final preparations for Normandy, I just wanted to reiterate a few things.

Passports & GHIC cards – these will be retained by the school for the duration of the trip. They will be returned to pupils on the coach home.

Luggage – this should be no more than 20kg – students must be able to lift/carry their own bags. A small rucksack with any drinks, snacks etc needed for the journey is also recommended. Students will not have access to cases until we arrive at the chateau so anything they need for the journey should be kept with them.

Departure time – Monday 18th May 12.30am from the school. Arrival at school must be between 12am and 12:15am. Pupils will need a packed lunch, drinks snacks etc. The first meal we will have at the chateau will be at teatime. There will be food and drinks available at motorway services and on the ferry but these can be expensive. English money will be required for service station/ferries.

Mobile Phones – students are allowed mobiles and will be encouraged to take photos to capture memories of their trip and to share with you. Students are not permitted to use phones in dorms as others will be changing, showering etc. and this would pose a huge safeguarding risk. Students will be trusted to manage this themselves. If any student is found to be abusing this trust, they will have their phone taken from them each night and returned in the morning. Please reiterate the seriousness of this.

It is also worth checking that contracts allow mobile use within the EU. If not, you can purchase credit or block usage – I would hate for students to incur any unexpected charges which could run into hundreds of £'s. School will accept no responsibility for excess charges.

Money – it is up to parents to decide how much students will need. I have recommended about £100. All activities are paid for as is food. They will have the opportunity to purchase drinks, snacks, souvenirs when we are out and about. You can use cash cards such as Monzo which you can monitor/top up from home or students can bring euros. I would recommend placing cash in 5 envelopes – one for each day. Staff can then distribute them each morning and the rest can be placed in a safe. This will hopefully minimise the risk of anyone losing it all.

Medication – any medication will be stored securely by staff and administered under supervision. Please ensure that all medication and dosage instructions are clear and that medication is sent to school in bags clearly labelled with the student's name. Parents/Carers must hand medication to staff upon arrival to school. Staff will have paracetamol and Calpol to administer should it be required. Students should not have their own – it is difficult to monitor how and when it has been taken.

James Bateman Middle School, Park Lane, Knypersley, Staffordshire, ST8 7AT.

Telephone: 01782 973900 **Email:** office@jamesbateman.staffs.sch.uk

Students that do or may experience travel sickness must take travel sickness pills and/or other preventative measures

Excursions – during the visits students will be allowed some free time. There will be clear expectations, meeting points, etc. Students will all have a school mobile number that they can call if they become lost or worried about anything. Any students wishing to stay with a staff member are of course welcome to do so. Staff will ensure all students have put this number into their contacts.

Behaviour – the staff are very much looking forward to taking this group of students to Normandy. They are a credit to the school and to you. Our behaviour expectations for the trip are the same as at school, to be respectful to staff, each other, other students from different schools and to the French people we will meet. Students will also be required to follow instructions and to adhere to timings etc. Should any student not be able to follow these rules then you will be informed and they risk missing out on some of the evening activities. I see no reason at all why this would happen. Again, please reiterate that for everyone's enjoyment it is important that we follow these basic rules.

Attached to this letter are the slides from the presentation and the kit list required for students.

Should you have any questions at all please do not hesitate to contact me.

Yours Faithfully

Mrs T Price
Headteacher