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WOODFIELD
ACADEMY

Headteacher: Mr. S. Bond

Monday 9th November 2015

Dear parents or carers,

Woodfield Academy Trip to France 2016

I am now beginning our Collective Passport application. If you would like your child to be included, I would be grateful if you could give me the following information:

Surname	First name	Town and country of birth (in full)	Date of birth	Town of residence (in full)

You will also need to complete in full and return to me **by Friday 4 December 2015** the attached Passport Nationality Questionnaire and Parental Consent Form for children born in the United Kingdom because this is a legal requirement.

If your child was born outside the United Kingdom, he/she will still be able to be included on our Group Passport. Please contact me immediately and I will provide the other Passport Nationality Questionnaire and Parental Consent Form for children born outside the United Kingdom.

May I take this opportunity to thank you once again for your support. If you do experience any difficulty in completing the form, please come and speak to me here at school. I am always happy to help.

Yours sincerely,

Jennifer Grieves
Head of French