Dear Parents

The deadline for bringing in your child’s passport and EHIC card is tomorrow, **Friday 9th March**. Please rest assured these items are being secured safely here at school until the day of the trip. If you have not already done so, please deliver both the items to the school office before the end of the school day this Friday.

Some of you are still without EHIC cards; if this is the case please can we ask that you contact the relevant department of the NHS on nhsbsa.ehicenquiries@nhsbsa.nhs.uk or by telephoning their enquiry line on 0300 330 1350. They will give you further instructions as to what action can be taken. It may be possible for your child to travel without an EHIC card if certain information of the parents is given to them and then to us. They will be able to advise you further. Once you have a response from them, please email Mrs Weatherhead on reception@newlandsspring.essex.sch.uk with confirmation that you have spoken to them and details of the advice they have given you.

If you have any problems, please contact the school office to discuss.

Many thanks

Miss Hawkes
Head of School