



EMMANUEL COLLEGE
Emmanuel Schools Foundation

4 May 2023

Dear [RecipientTitle] [RecipientSurname]

As we approach the 'Chateau Emmanuel 2023' residential, we hope that [StudentForename] is excited for the opportunities and character development to come. In order to prepare, here are some actions/information:

1. To complete our final payments to the site, we ask that a total of **£100.00 be paid by Friday 12 May**. To clarify, if you have already paid your £30.00 deposit, it is an additional £70.00 required by the date mentioned. The final balance for the visit should be paid via [ParentPay](#) by **Wednesday 31 May 2023**. College is providing a substantial subsidy to be able to run the residential as we are conscious that students have missed so much over the past two years. This is an opportunity to provide them with a chance to catch up on missed experiences.
2. In order to provide full information about the Year 8 residential, we will be streaming a live event for parents on **Tuesday 9 May 2023** between **6:00pm - 7:00pm** (link to follow). During this event, we will provide more details on the PGL Travel website, arrangements for food as well as the activity schedule throughout the week. There will also be an opportunity for a live question and answer session to clarify any further information you may find helpful.
3. For us to complete the party details required, we will need to collect dietary requirements, medical conditions and additional needs information. Please complete the form [here](#) to provide these no later than **Tuesday 9 May 2023**.
4. As we are travelling to a European country all students will require a valid European Health Insurance Card (EHIC) which can be applied for [here](#). If [StudentForename] already has an EHIC then please ensure it will be in date for the duration of the residential.
5. A final consent form is required by PGL Travel which can be found [here](#). Paper copies will also be available from tutors if needed. Please complete and return by **Tuesday 9 May 2023**.

We are really looking forward to this fantastic opportunity for the students and look forward to providing further information closer to the time.

Yours sincerely

Miss H Lown
Head of Year 8