



Bishop Wordsworth's School

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13 July 2016

Dear Parents/Guardians

Overnight Trip Indemnities

From 1 September, you will no longer be required to complete an overnight trip indemnity form for your son. This should greatly reduce the amount of paperwork that you will need to complete in order for your son to participate. All trip leaders take a medical and contact details report with them when they travel and in future, this report will be put together using the information already held at school.

It is therefore imperative that we hold accurate and up to date medical and contact information for your son at all times. If you need to make any changes to your son's record, please email Sarah Hayward sah@bws.wilts.sch.uk. If you plan to travel during your son's trip, please also ensure that you provide us with any temporary changes to your contact details.

We will still require copies of your son's passport and EHIC card where required, if they are travelling abroad. Please ensure that they are current or renewed in plenty of time prior to the departure date.

Yours sincerely

S D Smallwood
Head Master