

9th September 2026

Dear all,

Day Trip to Lille Christmas Market – Friday 4th December 2026

Details:

The Languages Department would like to offer limited places on a first come first serve basis to Year 7 pupils to take part in a linguistic and cultural visit to France. Lille has a traditional French Christmas market where the pupils will be able to practise their French and enjoy the rich cultural atmosphere.

Travel will be by coach and Le Shuttle, leaving school at **0500hrs** and returning around **2330hrs**. Guidance on phones will be communicated with you nearer the time, as well as how we will communicate with you on our expected time back.

In Lille, they will enjoy the market and surrounding area of the town centre and its shops. Some pupils might like to go on the big wheel (which is often there) or visit a café. They may bring spending money, in Euros, but will be responsible for looking after it themselves; this should not be an excessive amount.

Pupils will require their own valid passport. Please check that it will have a minimum of 3 months left prior to the expiry date on the day of travel to enter France. Without this amount of time, entry into France will be refused. Please do not take a place if you do not have a valid passport as there may not be time to get one. They must also have a valid Global or European Health Insurance Card; that must not have expired before the date of return to the UK. It is your responsibility as the parent to check that your child has all these documents and that they are valid before booking a place on this trip; we strongly suggest using official government websites for further guidance. Correct details of the passport must be entered on ParentPay when giving consent (the GHIC/EHIC details can be given later) and before making payment for the trip. Your child will be responsible for keeping all their own documentation safe during the time that they are away.

Cost & Payment:

If your child would like to take part, we are asking for a payment of **£82.50** (payable in two instalments) to cover the costs of travel and insurance. This is a non-refundable payment.

Payment should be made on the school's ParentPay system, along with giving Passport details and consent for your child to participate. The details you give will be used to make the booking with Le Shuttle, so cannot change. If you do not have access to ParentPay, please contact the Finance office for a ParentPay activation letter.

ParentPay will open on Friday 11th September 2026 at 1800hrs.

If insufficient payments are made, then it is unlikely that the trip will go ahead. Please contact the school straight away if you would like your child to participate but you have difficulty with making the contribution. The finance team can be contacted on finance@chichesterfreeschool.org.uk

We highly recommend that you discuss with your child if they do want to go on this trip; **it is non-refundable**. Once booked, if your child can no longer attend, we will not be able to refund the cost unless the reason for removal is within the insurance refund policy or we are able to re-fill the place.

A detailed itinerary will follow once all payments have been received and the trip booked with the external company. We do hope that your child will enjoy this visit and benefit from this taste of French culture.

As this trip is optional, the school does hold the right to explore individual risk assessments or behavioural plans, with the possibility of removing pupils, depending on behaviour in the lead up to the trip.

Please do not hesitate to contact me **via email** should you have any further questions which do not relate to the itinerary.

Should your child not wish to attend this trip, they must still attend school. If your child is going to be absent, normal procedures for informing the school should be followed.

Yours faithfully,

Miss R Crebbin
Head of MFL, Head of Year 11.