West Kirby Grammar School

REM03.1AT

November 2026

Dear Parent/Carer,

Iceland 2027 Trip – Student Information and Passport Details

As preparations for our Iceland 2027 trip continue, we are now at the stage where we need to collect some important information about each student to finalise the flight arrangements and ensure that all necessary details are in place ahead of our departure.

Please could you complete the Microsoft Form using the link below:

Microsoft Form: Iceland 2027 - Passenger information – Fill in form

The form will ask you to provide the following information:

- **Student details** – including personal information required for flight bookings.
- **Emergency contact details** – to ensure we have accurate and up-to-date contact information.
- **Passport details** – required to complete the flight booking arrangements.
- **Dietary requirements** – including any food allergies, intolerances or specific dietary needs.

It is essential that this form is completed before Friday 13 November, as we require this information to finalise the flight details for all students attending the trip. This also allows time for me to chase up any issues or answer any questions.

At a later date, students will also be asked to bring a copy of their passport into school. This is required so that we can obtain a photograph of their passport for insurance purposes. We will provide further instructions about this nearer the time, so there is no need to send a passport copy into school at this stage.

We would be grateful for your prompt cooperation in completing the form, as this will help us ensure that all arrangements are made smoothly and efficiently.

Thank you for your continued support. We are very much looking forward to what promises to be an exciting and memorable experience for our students.

Kind regards,

Mrs R McVey
Head of Geography

The school has a blanket School Journey Insurance policy in place to provide appropriate cancellation, curtailment, medical and personal possessions cover. This policy also carries very limited personal accident insurance cover for pupils. As the School will not be liable for any injury arising from incidents beyond our direct control, parents/carers may wish to consider purchasing their own personal accident cover to enhance the limited protection of this policy.