



# South Dartmoor Community College

Executive Head teacher | Mrs J Veal  
Balland Lane | Ashburton | Devon | TQ13 7EW  
01364 652230 | [www.southdartmoor.devon.sch.uk](http://www.southdartmoor.devon.sch.uk)

Empowering everyone to be the best they can be.



18 April 2024

Dear Parent / Carer

## **RE: 5-8 July 2024 Normandy Trip update and Information Evening**

I hope that you all had a good Easter break. We continue to put plans in place for our upcoming trip to Normandy and I am writing to you about the following points which Select School Travel has raised:

- **Passenger Portal** – This system allows Select School Travel to collect all passport information directly from you. In order for you to be provided with a code to access the system, we have to provide them with parents/carers' names and email addresses. Therefore, could I ask that you check the email address you have given on ParentPay as this will be the one that we send. In addition, information on GDPR is available [here](#). If you do not want us to send your details, please contact me directly by **Wednesday 24 April**.

When we submit your details, you will receive an email that looks like this with instructions on how to upload the necessary information.

Dear [a@test.com](mailto:a@test.com),

Passenger A Test A is travelling on the Redhill School trip to Andorra departing on 18/02/2023, and you have been requested to log onto the Select School Travel portal to enter important passenger information as soon as possible.

To complete the passenger information, please click the link below to access the Select Travel Passenger Portal.

<https://passengerportal-test.red-river.app/>

Your access code is E04567-000-JWRR2T

Thank you  
Select School Travel



**Data protection:** All emails sent by Select attempt TLS encryption - data will only be encrypted if your email server supports this encryption (supported as standard by Microsoft Exchange). Select request all confidential passenger information be sent via a secure email transfer service which we provide for all of our customers (please request details, if required). Any information that is sent via conventional email will be accepted and processed, but cannot be guaranteed as secure.

**Disclaimer:** This e-mail message may contain confidential or legally privileged information and is intended only for the use of the intended recipient(s). Any unauthorised disclosure, dissemination, distribution, copying or the taking of any action in reliance on the information herein is prohibited. E-mails cannot be guaranteed to be secure and error free as they can be intercepted, amended, or contain viruses. Anyone who communicates with us by e-mail is deemed to have accepted these risks. Select School Travel is not responsible for errors or omissions in this message and denies any responsibility for any damage arising from the use of e-mail. Any opinion and other statement contained in this message and any attachment are solely those of the author and do not necessarily represent those of the company.

- **Place of birth** – In order to book our excursions, we have been asked to provide a list of names, dates of birth and places of birth as they appear on passports. Please could you complete the form [here](#) with this information by **Wednesday 24 April**.

- **Passport expiry in light of Brexit** – It is important to note that everyone should have three months left on their passport from the date of arrival. Please check that this is the case for your child's passport.
- **Global Health Insurance Card (GHIC)** – Please ensure that your child has a GHIC to take with them on the trip. This is free and can be applied for via the NHS website.

Finally, I would like to invite you to an Information Evening on **Tuesday 4 June (17:30-18:30)** in the Sixth Form Centre here at school. This will be an opportunity to hear further details about the itinerary, contact information and what students need pack. Please kindly bring your child's passport and GHIC card on that evening so that we can obtain photocopies for the trip. If you have any further questions in the meantime, please do not hesitate to get in touch.

Best wishes

Ali Wickham

---

Truth   Respect   Equality   Excellence