

Dear Group Partner,

“P&O Ferries will be the first ferry operator to implement a UK and French government scheme designed to reduce coach processing times for school groups traveling to France this Easter, beginning for travel from 3rd April 2025.

School groups can benefit from faster transaction times at the French border if they, or their trip organisers, send passenger information to P&O Ferries at least 72 hours in advance of the date of their school trip. P&O Ferries will then process the data and upload it to government systems, allowing French border authorities to pre-approve the information. This eliminates the need for extensive checks at Dover, ensuring smoother journeys for school coaches as they prepare to sail to France.

Additionally, children who are visa nationals in the UK—non-UK citizens living in the country under a visa—will benefit from visa-free travel for school trips to France, bypassing the usual requirement for an EU visa”.

WHO DOES THIS APPLY TO?

THIS APPLIES FOR UK SCHOOL TRIPS TRAVELLING FROM DOVER TO CALAIS ONLY (CALAIS TO DOVER IS NOT REQUIRED)

THE P&O FERRIES GROUP SCAN APP IS STILL TO BE USED AS THIS IS A SEPARATE REGULATORY REQUIREMENT

PROCESS FOR SUBMITTING YOUR PASSENGER INFORMATION

This process is optional. If trip organisers do not follow these steps, the school group will proceed through border controls in the usual way.

- **Step One:** Excel spreadsheet to be completed for **each coach** with the **following data as indicated:**

LAST NAME, FIRST NAME, DATE OF BIRTH (DD/MM/YYYY), NATIONALITY, TYPE OF DOCUMENT

It is important to carefully follow these instructions for completing the spreadsheet. Data cannot be submitted to the French border authorities unless it is in the format requested:

- Do not change the format of this file for example do not add additional vertical columns or horizontal rows above the format that already exists
- Pay attention to column headings and only fill in what is asked for - for example, if the column asks for surname, only add the surname and not both names
- Fill in names in alphabetical order (by surname)
- Family name – this means surname
- Do not add numbers into text fields
- Do not add in any special figures such as brackets
- You do not need to specify who the driver is in brackets on this form

Once completed, save the spreadsheet for each coach as a .csv file, titled as the first 7 letters of the school name.

Save the spreadsheet for each coach as a .csv file and title each file as the first 7 letters of the school name. Schools using more than 1 coach for the trip should complete a separate spreadsheet for each coach. The title of each spreadsheet should be the first 7 letters of the schools followed by the number of the coach the spreadsheet refers to. For example, if there are 2 coaches, titles of the spreadsheets should be ACADEMY1 and ACADEMY2

On date of travel, individuals should be allocated to the coach in correspondence with how they were submitted on the spreadsheet(s)

The French border authorities will not accept the spreadsheet if it is not titled appropriately

- **Step Two:** We also require the **following MANDATORY information:** Evidence of registration as a school (examples include proof of registration from gov.uk website or a letterhead), Trip date and sailing time

Additionally, **the following information is recommended if known:** Bus Registration Number, Bus Operator's Name, School name and member responsible contact info

- **Step Three:** Email to be sent to **docaschoolgroups@poferries.com** at least **72 hours in advance of travel from Dover to Calais** with the Excel spreadsheet **as an attachment only** and the other required information **in the body of the email. In the subject field of the email**, your P&O Ferries booking reference number and date of travel needs to be included

- **Step Four:** Information will be securely submitted to the French border authorities and then safely destroyed. If there are any last-minute removals from the submitted passenger information after the 72-hour deadline, the school group will still be able to use the faster process. If there are any new

passengers added after the 72-hour deadline, new passengers will not be able to benefit from the faster process and will go through standard border processing

- **Step Five: On date of travel, schools should display a Moana label in each coach windscreen which clearly shows the first 7 letters of the school name and the number of passengers per coach. This windscreen label helps the French border authorities identify participating coaches when they arrive at Dover. If trip organisers have sent the advanced passenger information but do not have the windscreen label when arriving at Dover, coaches will not be able to use the faster process**

For this step:

- **Schools should print this Moana label and clearly add the first 7 letters of the school name and highlight if there is more than coach on this trip.** For example, if there is more than one coach, schools should include the coach number after the school name - ACADEMY1, ACADEMY2. Each coach signage should match the title of the corresponding spreadsheet
- **Below the school name, schools should add the number of passengers per coach to the label.** There will be a separate box on the label to add number of passengers. The number of passengers on each coach should correspond with the number of passengers on the corresponding spreadsheet for each coach
- **Please remember, on date of travel, individuals should be allocated to the coach in correspondence with how they were submitted on the spreadsheet(s)**

For full guidance please visit [Dover to Calais school trips - GOV.UK](https://www.gov.uk/guidance/dover-to-calais-school-trips)

For details of our Privacy Policy please visit [Privacy Policy](#) | [Terms & Conditions](#) | [P&O Ferries](#)

We thank you in advance for your support and we will keep in regular contact on process changes as we work on implementing this exciting initiative.

If you have any questions or feedback in the meantime, then please contact the P&O Ferries Passenger B2B Team on +44 1304 448899 (we are open 09:00-17:00 Monday to Friday).

We wish you a pleasant and enjoyable sailings(s).

Kind Regards,

P&O Ferries Passenger B2B Team

Correct as at 16/05/25