

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

If the steps are not followed, the school group will proceed to the border controls as normal, without benefitting from these measures

- **Step One:** Excel spreadsheet to be completed for each coach and saved as a .csv file with the first seven letters of your school name with the following data as indicated: FAMILY NAME, FIRST NAME, DATE OF BIRTH (DD/MM/YYYY), NATIONALITY, TYPE OF DOCUMENT
Please take note of the following notes for completion as the data needs to be received in a strict format otherwise this cannot be submitted
 - Please pay attention to column headings and only fill in what is asked for (e.g. if the column asks for surname, only add the surname not both names).
 - Please fill in names in alphabetical order
 - Please do not change any of the format of this file e.g. do not add additional vertical columns or additional horizontal rows above the format that already exists
 - Family Name – this means Surname
 - Please do not add numbers into text fields, such as in the family name, first name, nationality or type of document.
 - Please do not add in any special figures such as brackets. You do not need to specify who the driver is in brackets on the list of travellers form.
- **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 border authorities and then safely destroyed. If there are any last-minute removals from the originally submitted passenger information after the deadline, the school trip will still benefit from these measures, but any new passengers will mean the coach will follow the usual border control procedure
- **Step Five:** Ensure each coach has a copy displayed in their windscreen of the Port of Dover Moana label completed with the first 7 letters of your school's name (for example RUSHCLI 45) and the number of passengers

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 02/04/25