



12 May 2023

Dear Parents and Carers

Re: Year 9 Christmas Market Trip to Cologne, Germany 10-13 December 2023 (inclusive)

I would like to offer your son or daughter the opportunity to take part in the Year 9 Christmas Market Trip to Cologne, Germany. This trip aims to not only broaden our students' cultural awareness of Germany, but provides opportunity to practise the language they have learnt in the classroom. We will be working with Halsbury Travel who specialise in educational trips abroad and are a recognised operator by Essex LA.

This trip will be of particular interest to those students who are considering pursuing their language studies further.

Our students will be provided with full board accommodation in a youth hostel located in the heart of the city and will be required to share single sex rooms. The evening meal is always a hot, cooked meal and lunches will be a packed lunch. Students will take part in a number of activities and outings organised as part of the trip and will be expected to behave responsibly at all times.

The itinerary is as follows:

Sunday	Travel to Cologne by coach from St Martin's via the Eurotunnel
Monday	Visit a chocolate factory, an Interactive Olympic Sport Museum, Cologne Cathedral, some Christmas Markets and an outdoor ice-skating rink
Tuesday	Guided tour of Marksburg Castle, Koblenz (including visiting a torture chamber), bowling and have dinner at a local restaurant
Wednesday	Travel from Cologne by coach to St Martin's via the Eurotunnel

There will be certain times when students are allowed free time. At these times they may be permitted to wander more freely, but in groups of no fewer than four, around easily defined areas such as shopping malls, a square or a clearly identified block of streets indicated by a map which will be given to the students. Students will not be allowed to wander alone or outside the defined area or leave the group without the explicit permission of staff. It is important that parents realise that individual students will not be under the direct supervision of staff at all times during the visit although staff will remain within the designated areas so that they are available should difficulties arise. An emergency number will be issued to the group to be used if they get separated at any time.

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All internal trips and excursions will be made by foot or coach. The cost of this trip should not exceed £531 per student; this includes all travel, accommodation, food, activities, insurance, administration costs and a contingency fund. If the contingency fund is not used then it will be reimbursed at the end of the trip. Please note that in some cases, parents may be required to pay an additional insurance surcharge depending upon the personal medical circumstances of the student concerned. Students will need to bring some pocket money to spend in their free time; of which I would suggest £12.00 a day. Students will be expected to change their own money into Euros before departing on the trip and will be responsible for any money they bring with them.

Students will need a valid passport and UK Global Health Insurance Card (GHIC). Applications for these should be made no later than July. Please inform me if your child holds a passport from a country outside the UK on return of the consent form below, as students may need to gain the correct visas in advance. The cost of the trip does not allow for visa or passport applications and all these costs must be borne by parents.

The trip will be led by me and I will be accompanied by three colleagues. Should more than 40 students apply to take part in the trip, places will be randomly allocated to be fair to all those that apply. We are also duty bound as far as is possible, to ensure that all students are safe whilst on the trip; therefore, if a student is involved in any serious disciplinary breach before the departure date, we reserve the right to cancel their place without the guarantee of a refund.

If you are interested in your son or daughter participating in the trip, please complete the attached consent form with full medical information and dietary requirements included. Please return this form to the finance office by Monday 22 May 2023. **When completing the consent form, please ensure that the student's name is very clearly written and is identical to the name on the passport that your child will be carrying at the time of the trip.**

Please be aware that at this point no payment needs to be made and that this letter is simply to gauge interest in the trip to get an idea of numbers. If your son or daughter is allocated a place on the trip, then a letter will be sent to you asking for a deposit of £265.50 to be paid by Monday 12 June to secure their place.

I do hope that your son or daughter will be able to take part in this exciting trip to get to know Cologne and practise their language skills.

If you have any further queries in the meantime, please do not hesitate to contact me via email at jfrench1@st-martins.essex.sch.uk

Yours sincerely

Mrs J French
Teacher of Modern Foreign Languages & Trip Leader

Year 9 Christmas Market Trip to Cologne 2023

Student name: Form:

My son/daughter* has/does not have* a passport from a country outside the UK.

**Delete as appropriate*

Signed: Date:
(parent or person with parental responsibility)

Name (please print):