



19 September 2019

Dear Parents and Carers

**Re: GCSE & A-Level German/History Trip to Berlin
Wednesday 24 until Saturday 27 June 2020 inclusive**

I would like to offer your son/daughter the opportunity to take part in an exciting trip to Berlin. This trip is available to all students who have opted to take German and/or History for GCSE or A-level from September. This trip aims to broaden students' cultural awareness of Germany and to practise the language skills assessed at school. We will be working with Halsbury Travel who specialise in educational trips abroad and are a recognised operator by Essex LEA. This is an exciting opportunity for students who have displayed an interest in improving their knowledge and awareness of Germany and will also offer an insight into the vast history that Germany and in particular Berlin has to offer.

Travel to/from and around Berlin

We will travel to Berlin by plane from Heathrow airport. We are likely to leave school early on Wednesday morning to arrive in Berlin later that day and to take full advantage of time spent there. Transport around Berlin will be by train and underground and is included in the price of the trip.

The detailed itinerary has yet to be finalised but it will focus on getting to know the main sites of Berlin by underground and on foot. The price includes visits to the TV tower, museums, memorials, restaurants and half board accommodation. Berlin is an easy and relaxed city to navigate both by public transport and on foot.

Costs and information

The cost of the trip will be £630 per student. This includes all travel, accommodation, breakfast and evening meals, excursions, insurance and administration costs.

Students will need valid European Union passports and European Health Insurance Cards. The cost of the trip does not allow for visas or passport applications or any additional costs that may be incurred through the Brexit process.

We can take a maximum of 40 students on this trip and in the event that more than 40 students apply, names will be selected at random by our finance office to ensure fairness. Student wellbeing and safety is of paramount importance and we need to ensure that students will act sensibly in Germany. Therefore, if a student is involved in any serious disciplinary breach before the departure date, we reserve the right to cancel their place. Monies may not necessarily be refunded. I will be running the trip alongside staff from the MFL and history departments.

Accommodation and meals

We will be staying in a youth hostel located in central Berlin. Students will be required to share single sex rooms. Our package with the accommodation is half board (breakfast and evening meals), therefore, students will need to purchase their own lunch and opportunities

will be given to buy food during the day. I would suggest students are provided with a budget of £10/€10 a day for lunch.

Free time

There will be certain times when students are allowed some free time. At these times, they may be permitted to wander more freely, in small groups of no less than four, around clearly defined areas. Students will not be allowed to wander around alone, go outside the defined area or leave the group without the explicit permission of staff. An emergency number will be issued to the group to be used if they should get separated at any time.

If your son/daughter is interested in participating in this trip, please fill in the attached consent form with full medical information and dietary requirements included and return to the finance office by Friday 27 September. ***When completing the consent form please ensure that the students' names are very clearly written and are identical to the names that are on the passport that your child will be carrying at the time of the trip.***

If your son/daughter is successful in gaining a place on this trip, a deposit of £270 must be made via ParentPay by Wednesday 9 October 2019. Details of further payments will be given in due course once places have been allocated. I do hope that your son/daughter will be able to take part in this exciting trip and gain the opportunity to get to know Berlin, to practise their language skills and to gain an insight into Germany's history.

If you have any further queries, please do not hesitate to contact me at the email address below.

Yours sincerely

Mr D Bourton
Teacher of German
dbourton@st-martins.essex.sch.uk