



11 February 2020

Dear Parent or Carer

***Year 9 Christmas Market Trip to Cologne, Germany 7-11 December 2020 (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 the students' cultural awareness of Germany, but also 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.

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

The itinerary is as follows:

Monday	Travel to Cologne by coach from St Martin's via the Eurotunnel.
Tuesday	Visit a chocolate factory, Cologne Cathedral, some Christmas markets and an outdoor ice-skating rink. Dinner at a local restaurant.
Wednesday	Visit to a school in Frankfurt. Trip to the Christmas markets and tour of Commerzbank Arena.
Thursday	Visit to Phantasialand, (a German theme park) and complete a quiz.
Friday	German topic and language work. Return to England.

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 less 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 individual student. 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 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.

All internal trips and excursions will be made by foot or coach. The cost should not exceed £480 per student and this takes into consideration recent fluctuations in exchange rates. 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 may like to bring some pocket money to spend in their free time; I would suggest £15 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 valid European Union passports and European Health Insurance Cards. Applications for these should be made no later than July. Please inform me on the slip below if your son or daughter holds a passport from a country outside the European Union 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 group will be led by myself and I will be accompanied by three other colleagues. Should more than 40 students apply to take part in the trip, places will be randomly allocated by computer to ensure fairness. Unsuccessful students will be placed on a waiting list. 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 Tuesday 25 February 2020. **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 son or daughter will be carrying at the time of the trip.**

Please be aware that at this point no payment needs to be made. If your son or daughter is successful in gaining a place, then a further letter will be sent to you asking for a deposit of £180. This will need to be paid by the date stated on that letter to confirm the reservation for your son or daughter.

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 at the school or email me at [lballard@st-martins.essex.sch.uk](mailto:lballard@st-martins.essex.sch.uk).

Yours sincerely

Mrs L Ballard  
**Head of Modern Foreign Languages**

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**Year 9 Christmas Market Trip to Cologne 2020**

Student name: ..... Form: .....

My son/daughter\* has/does not have\* an EU passport.

*\*Delete as appropriate*

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

Name (please print): .....