



Thursday 28 February 2019

adh/pmt/berlin2020intltr

Dear Parents

Yr. 11 Study Visit to Berlin – Friday 14 to Monday 17 February 2020

The History Department is proposing to take a residential visit to Berlin from Friday 14 to Monday 17 February 2020. The trip is offered to students currently studying History in Year 10 (GCSE). At GCSE, students are following the units 'Germany 1918-39' and the 'Cold War 1941-91'. As a result, Germany and the city of Berlin are highly relevant to their studies. Therefore, an opportunity to visit key sites from both units will be hugely enriching as they approach the end of their course in Year 11.

The students will have the opportunity to visit places of great historic interest such as the remains of the Berlin Wall, the Holocaust Memorial, the Bundestag Dome, Checkpoint Charlie, the Brandenburg Gate and Sachsenhausen Concentration Camp. Teachers provisionally accompanying the student on the trip are Mr Hammond, Mr Baldrey and Mrs Mobsby. We will be staying in the centrally placed Hotel Aletto Kudamm, a modern 3* hotel located near Berlin's Zoological Garden.

The trip is open to all students currently studying History in Year 10. **Selection for the trip will be made according to the following criteria:**

- Behaviour and achievement in school with reference to records held.
- Performance in History

Places will not be awarded on a first come first served basis. If after meeting all the above criteria the trip is still oversubscribed, names will be drawn from a hat. **Late applications received after this date will be added to the reserve list.** Please be aware that deposit cheques will not be banked until places have been allocated.

The cost of the trip is **£424.00** and this will include travel by air from Gatwick or Luton to Berlin, half board accommodation at the Aletto Kudamm Hotel in the city centre of Berlin and all entrance fees. Not included is spending money and money for lunches. In order that the trip may take place and to reserve the chosen accommodation, it is necessary to ask for a deposit of **£100.00**, this should be paid by **1500hrs on Friday 22 March 2019** to financially consolidate the booking. If a place is confirmed, further payments will be required, as below;

- £75.00 by Friday 3 May 2019
Friday 19 July 2019
Friday 27 September 2019
Friday 29 November 2019
- £24.00 by Friday 3 January 2020



In case of financial hardship, support is available from the Opportunity Fund and a letter to the Principal will be dealt with confidentially and sympathetically. **Do not wait to hear about funding before sending in permission as places are limited and the trip is very popular, by waiting, you may miss gaining a place.**

Payment should be made online through ParentPay, you will not need to return the paper permission slip if you pay online. Payment can still be made by cheque with the completed permission slip at the end of this letter returning it via the financial mailbox in the Atrium by the exit to the tennis courts. Please indicate on the envelope the name of the trip and mark it for the attention of Mrs Marshall-Thomas. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students. After the initial deposit, you will be able to pay what you like, when you like to meet the payment deadlines. *If you have mislaid your log in details please contact Mrs Woodburn on 01672 519567 or by emailing swoodburn@stjohns.excalibur.org.uk*

Payments are generally non-returnable unless the trip is cancelled by the school. Should the student be withdrawn by parental request we will make every effort to fill places from a reserve list, however costs incurred by the school will have to be covered in full whether the place is filled or not. All such withdrawals should be discussed, in the first instance, with Mrs Pauline Marshall-Thomas. Please note there will be a 5% Admin charge made for any parental cancellation, unless the cancellation is due to a substantiated medical reason.

Medical/dietary information for your son/daughter will be requested during the lead up to the trip taking place. By the very nature of the trip, this information will be shared with the travel company we have booked through. They in turn will need to share it with the airline/ferry company, hotel and other providers as necessary, to ensure your son/daughter can travel and any special needs are met. By applying for a place on this trip, you are giving your consent for this information to be used for this purpose.

The organisation of all trips includes a comprehensive risk assessment. The Principal and Trip Organiser may choose to exclude from the trip any students whose behaviour or schoolwork is not satisfactory. *Any student withdrawn by St John's for these reasons will be at the expense of the parents. It is not possible to guarantee any refund of monies already committed by St John's and indeed expenses not already covered may be claimed from you.*

We are planning on the students travelling on a collective passport, however this may not be possible after the UK leaves the European Union. We will endeavour to keep parents updated as and when we receive clarification. In order that the correct forms are sent at a later date, please indicate on the form below, or in the notes section on ParentPay, your son's/daughter's place of birth.

If you have any questions in the meantime, please do not hesitate to contact me in school.

Deposit payment and permission needs to be received by Friday 22 March 2019 at the latest.

Yours sincerely

Mr A Hammond
History Department

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Please return slip and payment to the Financial Mailbox located in the Atrium by the exit to the tennis/netball courts. These should be in an envelope marked for the attention of Mrs Pauline Marshall-Thomas and the student's name, tutor group, trip/event name, trip date and trip organiser must be detailed on it. Cheques should be made payable to 'St John's Marlborough'.

**Yr. 11 Study Visit to Berlin – Friday 14 to Monday 17 February 2020
Trip Organiser: Mr Hammond**

Students Name:

Tutor Group:

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1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose a voluntary contribution of £100.00 and confirm I will be making the full contribution by the final payment deadline.
3. I understand that there may be no refund due, should my child be withdrawn from the trip by St John's.
4. I accept that I will be liable for all costs incurred by St John's should I withdraw my child from the trip, should it not be possible to replace them with another student. I will also be responsible for any costs incurred in the transfer of places to a replacement should this occur.
5. Please detail any recent medical information that the school may not be aware of;

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- My son/daughter was born in (**town & country**)

Signature:

Date:

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Parent

IT WILL NOT BE NECESSARY TO RETURN THE PERMISSION SLIP IF PAYING ONLINE