



May 2018

Dear Parent or Carer,

February 2019: BERLIN TRIP, GERMANY.

I am pleased to let you know that the arrangements for the proposed trip to Berlin are now underway and your child has been accepted as a member of the group.

Departure is likely to be on **Thursday 14th February 2018** and return to school on **Sunday 17th February 2019**. However, the final date will be determined by the final number of students and the flights available at the time of booking.

The cost of this trip is **£500**, which includes transport (by either train or coach to Liverpool, Manchester or Luton airport then by plane to Berlin), insurance, group passport, visitor attractions and accommodation (full board) at a youth hostel in Berlin.

Due to the nature of the trip, the highest standards of behaviour are required at all times and staff reserve the right to refuse or withdraw any student they consider may constitute a danger to themselves or others.

Thank you for your interest and cooperation so far. Please pay a **non-refundable** deposit of **£100** by **Friday 18th May 2018 by Parent Pay**.

Further instalments (**non-refundable**) of **£100** will be required by **Friday 13th July, Friday 28th September, Friday 26th October and Friday 23rd November**. All payments should be made via Parent Pay.

There will be a Parents Information Evening during the Spring term. At this moment in time, your child will not need their own passport as we will travel using a group passport but this could be subject to change.

Please return the slip below to confirm you agree to the instalment dates and the conditions mentioned above. If you have any queries about the trip, please do not hesitate to contact me at school.

Yours sincerely,

Mr R Lunn (Trip Leader)

BERLIN TRIP 2019

I would like my son/daughter to take part in the trip to Berlin in Feb 2019.

Name of student.....Form

I understand that the deposits and instalments are **non-refundable** and I agree to the instalment deadlines and the conditions mentioned in the letter.

Signed (Parent /Carer)