



James Bateman Junior High School

Where Pupils Achieve and Excel

Headteacher: Mrs T Price BA (Hons) MA Ed

Our Ref: HD/SBre

28th June 2018

Dear Parent/Carer

Residential Trip to Germany

We are pleased to invite your child on the residential trip to Berlin, Germany from Monday 1st - Friday 5th July 2019. An initial, non-refundable deposit of £100 will be required by Monday 10th September 2018 to enable the booking of the trip and confirmation of your child's place on the visit.

The trip will include return flights and 4 nights' accommodation on a half board basis, with trips to the Story of Berlin Museum with a guided tour of a nuclear bunker, the DDR Museum, the Reichstag (German Parliament), the museum at Checkpoint Charlie, a river cruise, bowling, the zoo, the Palace of Tears and the Topography of Terror. The price also includes return coach travel to Manchester airport and the group passport (pupils will not require their own passports for the visit). Pupils will require extra funds for lunch, estimated at £5-£8 per day, as well as additional spending money for souvenirs.

Below is a guide to help you budget for payment of the trip. The total cost will be £545.

Breakdown payment scheme for Germany 2018

Deposit: total due by 10.09.18	£100
Further payment due by 09.11.18	£200 (total £300)
Further payment due by 01.2.19	£100 (total £400)
Final payment due by 05.4.19	£145 (total £545)

Smaller weekly payments may be made as long as the agreed total has been reached by the stated dates.

Please note that the payment plan must be adhered to and that once payments have been made, they are non-refundable. However, if sufficient deposits have not been received by 14.9.18 then the visit will not take place and all monies paid will be returned.

You should also be aware that, once the flight has been booked, the school will be invoiced by the tour company. Any cancellation after this point (beginning of November) - unless the place is taken by another child - will result not only in the loss of the deposit, but also any additional payments up to the cost of the flight.

Any damage caused in the hotel will also result in a bill for any and all pupils involved.

Failure to make the full payment of £545 by 5th April 2019 may result in your child losing their place on the trip to Germany. The school has to make full payment by this date.

An itinerary will follow, detailing a day-by-day guide to your child's trip and experience of Berlin.

James Bateman Junior High School, Park Lane, Knypersley, Stoke-on-Trent, ST8 7AT
Telephone: 01782 973900 Email: office@jamesbateman.staffs.sch.uk

A 'Group Passport' will be applied for and obtained for the residential trip and on the receipt of the deposit your child will receive the necessary forms to complete and return to school so that this process can begin. You will be asked to supply 2 x passport photographs.

Please ensure that your child has a European Health Insurance Card (EHIC). This can be obtained free of charge at the following link: <https://www.ehic.org.uk>. It should be sent into school once requested. Should you have any further queries please don't hesitate to get in touch.

We would like to emphasise that inclusion on the trip assumes that your child is consistently well behaved throughout the school year and can demonstrate the positive values in their behaviour as promoted by the school. Attendance also needs to remain in line with the school target of 96%.

No monies paid can be returned if non-attendance is through poor behavior or attendance in school.

Please return this slip by Monday 9th July 2018, to allow for the setting up of the relevant Parent pay list for the visit.

Yours faithfully,

Mrs S Brennan
Curriculum Leader for MFL

Please return to School Office

My child _____ form _____
would like to book a place on the Germany trip (Monday 1st July - Friday 5th July 2019).

I agree to and will adhere to the payment plan.

Signed _____ date _____
Parent/Carer