



**Where Pupils Achieve and Excel**  
Headteacher: Mrs T Price BA (Hons) MA Ed

Our Ref: SEB/HD

22nd May 2019

Dear Parents/Carers

We will be holding a parents information evening for the Berlin visit on Wednesday 5<sup>th</sup> June 2019 at 5:00pm in the school hall.

Please find below a revised and final itinerary for the Berlin Trip 2019.

At this stage, we would like to ask that pupils submit their EHIC card to the office if they have not already done so. If you have not yet applied for your free EHIC card please visit <http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx> where one can be obtained. Cards must be with the office by Friday 21<sup>st</sup> June 2019.

As stated in a previous letter, pupils will require funds for lunch, estimated at £5 per day, as well as additional spending money for souvenirs and drinks. Our final meal at the hotel will be breakfast on the last day, so pupils should ensure that have sufficient funds for two meals on the Friday as we will be returning on a late . Those on the trip in 2018 enjoyed very hot weather, so change for cold drinks is especially important. We recommend no more than £200 total in terms of spending money. This is approximately €220. Currency can be exchanged commission-free at any post office.

Please discuss the importance of budgeting with your child so that their funds are stored and spent wisely throughout the trip. Staff members accept no responsibility for poor management of funds and will be unable to subsidise pupils should their spending money not be adequate or effectively managed during the course of the trip. If pupils lose their money or if it should be stolen, they will be provided with sufficient funds for meals on each remaining day of the visit, but no more; that money will need to be repaid to the school on their return.

When our group is processed through customs at the airport, it is important to remember that toiletries in liquid or gel form, which are carried in hand luggage, must be stored in a sealable plastic bag and declared to security staff when each pupil

submits his/her bag for processing. Liquid toiletries must not exceed 100ml. All bags are X-rayed and will be opened and checked if this instruction is not adhered to.

On our return flight, it should be noted that seating at Berlin Schoenefeld Airport, at busy times, is limited. This can be logistically difficult when accompanying a large group of children through check-in and airport security. We would like to ask that the importance of good and cooperative behaviour throughout the entire trip is emphasised to pupils but it is imperative when travelling through the airports, as well as through train stations. In addition, listening to staff and following instructions promptly is important and we ask that this is reiterated to your child before the trip.

There will be some free time on certain days, during which pupils, in groups of no fewer than three, may enjoy shopping in an enclosed local area ie. mall, under staff supervision. In addition to listening skills, it is vital that pupils return to meeting points at the agreed time.

Pupils are welcome to bring a mobile phone on the trip, to keep in touch with parents, as well as take photos of their experience. However, we ask that iPads, iPods and other electronic equipment are not brought along. The responsibility for any and all electronic equipment brought on the trip rests with the individual child. In the event of loss, theft or damage the school accepts no responsibility for the replacement or repair of such items. We advise that parents obtain adequate insurance for any item the child may choose to bring with him/her.

Staff in attendance will be Mrs Brennan, Mr Champ, Mrs Price and Mr Birtles.

The itinerary is as follows:

<p>Monday 1<sup>st</sup> July</p>	<p>3:15am Arrive at school 3:30am We <b>MUST</b> leave school promptly to ensure prompt check-in 4:40am Check-in at Manchester Airport 6:40 Flight departs (<b>Easyjet Flight Number EZY1897</b>) 09:40am Arrive at Berlin Schoenefeld Airport (local time) and transfer to hotel 11:15am Anticipated arrival at hotel 12:00pm Walking tour: Brandenburg Gate, Tiergarten, Holocaust Memorial, Ritter Chocolate Shop 6:00pm Evening meal 7:00pm Quiz</p>
<p>Tuesday 2<sup>nd</sup> July</p>	<p>8:00am Breakfast served at the hotel 9:00am Berlin Zoo 3:00pm KaDeWe (Berlin's Harrods) 6:00pm Evening meal 8:00pm Bowling</p>

Wednesday 3 <sup>rd</sup> July	7:45 Breakfast served at the hotel 9:30am Palace of Tears 12:00pm Bernauerstrasse Wall Memorial 3:00pm Checkpoint Charlie Museum 6:00pm Evening meal 8.45pm Reichstag (German Parliament)
Thursday 4 <sup>th</sup> July	8:00am Breakfast served at the hotel 10:00am The Berlin Story with audio guide. 12:00pm Lunch at Potsdamerplatz 1:00pm West Side Gallery 5:00pm River cruise 7:00pm Evening meal
Friday 5 <sup>th</sup> July	8:00am Breakfast served at the hotel 9:00am All luggage packed and collected to secure area ready for later departure - rooms checked 10:00am DDR Museum 12:00pm Lunch and shopping at Alexanderplatz/Alexa 6:45pm Group will meet at hotel lounge preparing for transfer 7:15pm Depart for the airport 7:50pm Check in at Berlin Schoenefeld Airport 9:50pm (local time) Flight departs ( <b>Easyjet Flight Number EZY1896</b> ) 10:55pm Arrive at Manchester International Airport, Terminal 1 (local time) 12:30 (approx.) Arrive back at school

Pupils will be arriving back at school in the early hours of Saturday 6<sup>th</sup> July at approximately 12:30am.

Yours faithfully

Mrs Brennan  
MFL Curriculum Leader