



29 April 2019

Dear Parent

We are now in the summer term and it is 10 school weeks until we leave for the exciting trip to the German capital, Berlin. I am writing to give you some key dates and details of the preparation sessions that students are expected to attend ahead of the visit.

Wednesday 1 May 2019

Full payment for the trip must be completed by this date so Advanced Passenger Information (API) can be passed on to the airline and boarding cards be printed.

Tuesday 11 June 3:15-4:00pm (Design Studio) "A History of Berlin" Student workshop

Whilst in Berlin we will be visiting a number of historically important sites. Mrs Eglin, Head of Humanities will give an informative presentation to the students on the history of the German capital. There will be follow up tasks for students to complete ahead of their visit.

**Tuesday 11 June Session One 6:00pm (Dining Hall) Parents Meeting (Year 7, 8 & 11)
 Session Two 6:45pm (Dining Hall) Parents Meeting (Years 9 & 10)**

At this meeting you will be given a tour booklet containing all the information about the visit. This will include a full itinerary for the trip, departure and return times and details of the hotels and flights, places that we'll be visiting and emergency contacts.

Tuesday 25 June period 1 - period 3 "An Introduction to the German Language for Tourists" Student workshop

Part of the cultural experience of visiting a different country is communicating in a different language. Although English is widely spoken in Berlin, we expect the students to try to communicate at least in part in German. This is not only a case of good manners in a foreign country but is also great fun.

There will be 3 workshops during the course of the morning. Students will be informed as to which session they have been allocated.

Tuesday 2 July 2019

By this date, students must have submitted to Student Reception their passport & EHIC cards. I would like to have all of these in advance of the trip to avoid any issues of anyone forgetting their passport or EHIC card on the day of departure. The last thing that any of us need at 1:00am is to be hunting for a missing passport. The passport will be held in the school safe until we depart. If any student doesn't have an EHIC card or it is out of date, please follow the link below to order a free card to ensure that they have one ahead of the trip.

<https://www.ehic-cards.org.uk/>

Yours sincerely

Andy Daniels

Andy Daniels
Berlin Tour Leader

