Thursday 1 March 2018

Dear Parents and Carers

GCSE Berlin Trip additional spaces

Thank you for your interest in the GCSE History trip to Berlin in January 2019. Due to the overwhelming popularity of the trip and our belief that as many students as possible should attend, we have been able to secure 25 additional places. This means that the students on the reserve list will receive an email asking for payment of the £100 deposit by 5 March in order to secure their place.

There will also be a limited amount of extra places on the trip should your son/daughter still wish to attend. These places will be randomly allocated, as per the original letter. If your son/daughter is still interested in attending the trip and is not already on the reserve list, can you please respond to this letter by Friday 2 March 9am, to ensure that payment instructions can be sent home on that day. This will allow time for the deposit payment to be made on the 5 March.

Securing the additional student places has meant that there has been a slight increase in price of the trip (£10 per student) making the final cost £487. I appreciate that this is a very short time frame, for which I apologise.

If your son/daughter has already been allocated a place on this trip, please disregard this email.

Yours Sincerely

Mr Ashley Jones
Teacher of history
To: Bursar’s Office  
Re: A Level History Trip to New York and Washington 2018

Student Name .................................................... (as it appears on their passport)

Form & Teaching Group  ...........................................

Having read and understood the details of the visit as set out in the letter of 13 December 2017, I wish my son/daughter to participate in the History trip to the USA and enclose a deposit of £100 (non-refundable).

☐ I acknowledge the need for my son/daughter to behave responsibly and agree to the School’s procedures in this respect. Although the staff of the School escorting the party will exercise due care and attention, I understand they cannot necessarily be held responsible for any loss, damage or injury, which may befall my child named above during or as a consequence of the journey and visit.

☐ I understand that upon return to School my child will no longer be under the authority of the School and my child is aware of the arrangements for getting home.

☐ I understand that the School reserves the right to remove any student whose behaviour at School does not meet the standards required of all our students. In such cases any deposits paid will be non-refundable and the full cost of the trip may be payable if a replacement cannot be found.

☐ I understand that I must notify the School Office of any change in the medical condition of my son/daughter, and of any change to the Emergency numbers provided below.

Emergency Tel No 1:…………………………………… Emergency Tel No …………………………………..

Please tick ONE of the following boxes as appropriate:

☐ My son/daughter has a current individual British passport which expires on .................

☐ My son/daughter has a current individual non-British passport which expires on .................

☐ My son/daughter does not have an individual passport and will apply for one.

If you would like to inform us of any non-medical concerns that may be relevant regarding your son/daughter's participation in this trip, please give details here e.g. dietary requirements (that School are not already aware of), phobias, sleeping problems, inability to swim etc.

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Parent Signature .............................................................................................................

My email address is...........................................................................................................

Payment Upon Allocation of Space

Where spaces are limited such as for this trip, payment cannot be made until all parent replies have been received and places have been randomly allocated. If your son/daughter is allocated a space, you will receive a letter confirming this shortly after the reply deadline, which will also request payment. Failure to organise payment by the deadline may mean that your son/daughter's place on the trip is forfeit, so please watch out carefully for this letter.