2 February 2018

Dear Parents and Carers

**GCSE History Trip to Berlin 2018**

I am writing to you with news of a very exciting opportunity that the History Department is able to offer your son/daughter. The History GCSE Curriculum includes the study of Weimar and Nazi Germany (1918-39) and so we are offering a study trip to Berlin in January 2019 to visit sites relating to both the rise of Hitler and the Nazi Party and life in Nazi Germany.

We will depart on Thursday 17 January 2019 and return on Sunday 20 January 2019. Subject to changes in flight prices, the approximate cost of the trip is £477 but should we have sufficient student interest this cost may be reduced. We will inform you of the final cost once the numbers have been confirmed. The trip is once again being booked through WST Travel, which is one of the UK’s leading educational travel companies who have a wealth of experience in organising successful educational visits. They work closely with us during the whole tour planning process to ensure that your child will get the very best learning experience whilst away.

The cost of the trip includes: return flights from London to Berlin, accommodation on a full board basis at the Hotel Transit Loft, coach transfers to and from the airport and tram tickets for the duration of the visit. Although the final itinerary is yet to be decided, the cost of the trip will also include a walking tours of both the important historic sites of Berlin (including the Reichstag building and the Berlin Wall), and Sachsenhausen Concentration Camp, a visit to the Topography of Terror, a guided tour of the Olympic Stadium (built for the 1936 Olympics), a guided tour of Hohenschonhausen prison and memorial, ascent of the TV Tower in Alexanderplatz, as well as a visit to the DDR Museum. Students will also have some free time for sight-seeing and shopping.

Further details with regards to flight times, a more detailed itinerary and payment schedule will be provided once the booking has been confirmed. The trip will be offered to all students studying History in Year 11 next year. However, there are only 45 places available on the trip.

**Allocation of Places**

This trip has a limited number of places. Should the trip be oversubscribed by the reply deadline, remaining places will subsequently be allocated randomly from those students whose replies have been received prior to the reply deadline. If you wish your son/daughter to participate, please complete this GroupCall reply slip by **Friday 9 February**. Please note that payment is only required on allocation of a place.

Any students who are not successful in securing a place on the trip will be placed on a reserve list. If you do not hear anything further from the History Department, please assume that your son/daughter was not successful in securing a place on the trip.
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 allocated. The payment deadline is therefore **Monday 26 February**. If your son/daughter is allocated a space, you will receive a letter after 9 February, which will also request payment. To secure a place for your son/daughter on this trip, a non-refundable deposit of £100 is required. 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 that letter.

If there are insufficient contributions, the trip will not take place and refunds will be issued. Once numbers have been confirmed I will arrange a payment schedule, however the final amount will be due at the end of the summer term 2018.

In order to avoid additional charges, it is vital that the name and date of birth of the student provided on this reply slip are the same as on their passport – any changes that have to be made will incur a fine of upwards of £90 by the airline.

Please ensure this reply slip is completed promptly.

Should you have any queries regarding the trip please do not hesitate to contact the School. Alternatively, you can email me at AJones@rickmansworth.herts.sch.uk.

Yours sincerely

Mr A Jones
History Teacher
To: Bursar’s Office  
Re: GCSE History Trip to Berlin 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 2 February 2018, I wish my son/daughter to participate in the History trip to Berlin.

☐ 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.................................................................