19 June 2018

Dear Parents and Carers

**Year 10 German Trip to the Rhineland 2019**

I am delighted to be able to offer your child the opportunity to participate in a trip for Year 10 students to the Rhineland of Germany. This is solely for students studying German GCSE next year. This will take place during the annual Active Learning Week.

We will be departing on Sunday 14 July and return on Thursday 18 July. Exact times will depend on 'Club-Europe', the company we are using, which has over 36 years’ experience. We will stay at a hostel in Koblenz which will provide us with an excellent base from which to explore this wonderful area of Germany.

The trip is a great opportunity for students to practise and improve their German, as well as to experience German culture at first hand. Proposed excursions include visits to Cologne Cathedral, Cochem Castle and the Sport and Olympic Museum, as well as to Phantasialand, a state-of-art theme park in the area. Planned activities include bowling, opportunities for shopping and a boat trip on the majestic Rhine.

As well as the many visits and activities, there will also be morning German language lessons in small groups with the content designed to meet our curriculum. This will be beneficial to all students studying German at GCSE level and will help build their confidence in both spoken and written German. It will also be highly beneficial in terms of motivation.

**The trip will cost £560 per student** based on 30 students attending. (Please note this may change depending on numbers). This includes the following:

- Return travel by coach from Rickmansworth School to our accommodation
- Accommodation for 5 nights (Half Board)
- German lessons including all pedagogical material
- Travel & entry costs to all attractions / sites
- Travel and medical insurance

**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 reply slip by **Wednesday 4 July 2018**. Please note that payment is only required on allocation of a place. Please note that this trip will only run if there is sufficient interest.

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 German Department, please assume that your son/daughter was not successful in securing a place on the trip.
Payment Upon Allocation of Place

A non-refundable £50 deposit will be required following allocation of places.

The school must make payment to the tour company once all parent replies have been received and places have been allocated, therefore payment of the deposit must be made within one week of the reply deadline. The payment deadline is therefore Wednesday 11 July. 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 that letter.

The balance will be collected in instalments in September 2018 and May 2019 next year. The exact amounts will be advised once the number of students travelling has been finalised and arrangements made with the travel company.

All students will need their own passport and European Health Insurance card.

Yours sincerely

Mr R Elman
Teacher – MFL
To: Bursar’s Office  
Re: Year 10 German Trip to the Rhineland 2019

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 19 June 2018, I wish my son/daughter to participate in the Year 10 German Trip to the Rhineland 2019.

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