12 June 2018

Dear Parents and Carers

Year 7 into 8 German Christmas Market Trip to Berlin

Now that students have chosen the Modern Foreign Language with which they would like to continue, I would like to remind you of the opportunity for your son/daughter to participate in next academic year’s German Christmas Market trip to Berlin. The trip is open to any students who will be studying German in Year 8 next year.

We will depart Rickmansworth on Wednesday 5 December and return on Saturday 8 December. Exact times will depend on the flights booked. We will stay at a hostel in central Berlin. This provides us with an excellent base from which to explore Germany’s capital city.

The trip is a wonderful opportunity for students to practise their German and to experience German culture first hand. Proposed excursions include visits to the famous Checkpoint Charlie Museum, the Berlin Olympic Stadium and the German Parliament building. In addition, we hope to be able to visit a German school in Spandau where in previous years students have shown us around the Christmas market there.

The maximum number of students we can take is 70. The total cost of the trip will be approximately £320 – dependent on flight costs.

Allocation of Places
Should the trip be oversubscribed by the reply deadline, 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 Friday 22 June. 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 MFL 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, but must be made within one week of the reply deadline. The deposit payment deadline is therefore Friday 29 June. 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 remaining balance is due by Friday 15 September.
In the event of a cancellation by the parent/carer, payments will only be refunded if a replacement can be found and in any case less any cost incurred by the cancellation. Should the cost of cancelling exceed the amount paid in, then the parent/carer will be liable to pay the balance. Cancellation will not be agreed if it is requested less than 4 weeks before departure the date. Any cancellation will only be agreed during the 4 weeks prior to departure if extenuating circumstances can be proven. In this instance, a refund will only be provided less any cost of cancellation.

Yours sincerely

Miss S Streatfield
Head of Faculty Modern Foreign Languages
To: Bursar’s Office

Re: Year 7 into 8 German Christmas Market Trip to Berlin

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 16 May 2018, I wish my son/daughter to participate in the Berlin trip and enclose a deposit of £150 (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 2: ...........................................

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 ..................................................................................................................................................