11 June 2019

Dear Parents and Carers

**Berlin – Christmas Markets - 2019**

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 4 December and return on Saturday 7 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 60. The total cost of the trip will be approximately £330 – 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 21 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 28 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 forfeited, so please watch out carefully for that letter. The remaining balance of which you will be informed, will be due by Friday 14 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

Ms S Streatfield
Head of Faculty
To: Ms S Streatfield  
Re: BERLIN CHRISTMAS MARKETS 2019

Student Name ..........................................................................................................

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

☐ Having read and understood the details of the visit as set out in the letter of 11 June 2019,  
I wish my son/daughter to participate in the trip to Berlin Christmas Markets 2019.  

☐ I confirm that if my son/daughter is offered a space on this trip, payment will be made by  
the deadline as outline in this letter.

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