



January 2017

Dear Parents and Carers

Year 10 – History Trip to Berlin – Thursday 19 – Tuesday 24 October 2017

I am writing to let you know about an exciting new trip which will be offered to current year 10 history students this October. To support our study of the Cold War in year 11, students are invited to join us on a tour of historic Berlin, including visiting Potsdamerplatz, having photos taken with guards at Checkpoint Charlie, and walking along the remains of the Berlin Wall. We will also visit key Berlin sights such as the Brandenburg Gate, and take a trip out of the city for a guided tour of Sachsenhausen concentration camp. There will be a full programme of evening activities including dinner at the Hard Rock Café and a bowling trip.

The trip takes place over 6 days in total with overnight travel Thursday – Friday; sightseeing Friday evening, Saturday, Sunday and Monday. We will travel back to Cambridge overnight Monday – Tuesday.

Provisional details of the trip are as follows:

OUTBOUND Thursday 19 – Friday 20 October:

Coach leaves Chesterton early Thursday evening
Channel crossing by ferry/Eurotunnel (TBC)
Arrive Calais early Friday morning
Arrive Berlin afternoon on Friday
Evening meal at accommodation - visit the Brandenburg Gate and Bundestag Dome by night

Saturday 21 October:

Breakfast at accommodation
Board coach and transfer to Oranienberg to visit the Sachsenhausen concentration camp
Return to Berlin to visit the Olympic Stadium
Evening meal at accommodation followed by ten-pin bowling

Sunday 22 October:

Breakfast at accommodation
Board coach and transfer to Potsdamerplatz
Walk to the 'Topography of Terror' exhibition (former HQ of the Gestapo and SS)
Walk along a remaining section of the Berlin Wall and have photos taken with the border guards at Checkpoint Charlie
Carry on to the Jewish Museum for a guided tour
Meal at the Hard Rock Café Berlin

INBOUND – Monday 23 – Tuesday 24 October:

Breakfast at accommodation
Take the U-Bahn to visit the Story of Berlin Museum and the WW2 memorial Church
Free time for shopping after lunch
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Depart Berlin by coach late afternoon
Arrive Calais early Tuesday morning
Arrive back at Chesterton early Tuesday afternoon

The cost of this visit is £490.00

The cost includes all excursions, travel, accommodation, full-board catering (including packed lunches on Saturday, Sunday and Monday). Students will need to bring food for the outbound journey (food will be provided for students on free school meals) and some money for food on the inbound journey, in addition to a small amount of spending money for the trip if they wish. Students who do not have their own passport will be able to travel on a collective passport organised by the school. All students will be required to have a valid EHIC card.

A non-refundable deposit is payable when giving your consent. **Please note the deposit is non-refundable and in paying the deposit you indicate a commitment to pay the total cost of the trip. If, at a later date, your child is no longer able to attend, and we are unable to find a replacement, parents/carers will be liable for any cancellation costs incurred. If your child is withdrawn from the trip due to poor behaviour at school, parents/carers will remain liable for any cancellation costs incurred.** Once places have been allocated, further payment is required in line with the schedule given below.

Berlin Trip - payment schedule

1 x £100 non-refundable deposit due by **Thursday 9 February 2017**
6 x £65 payments due by 31 March; 28 April; 26 May; 30 June; 21 July; 8 September

Students who are eligible for Free School Meals, or whose parents are in receipt of Working Tax Credit, are entitled to a reduction of 30% for all trips. The cost for this trip would be £350 with an initial deposit of £60 followed by 5 further instalments of £50 and a final payment of £40 in line with the schedule given above. Parents should provide evidence that they are in receipt of Working Tax Credit (a copy of your Tax Credits Awards Notification) when payment is made for the first trip in a school year but will not need to do so again until the following school year. Evidence of income will be kept securely by the Finance Office and destroyed at the end of each school year. Proof of student eligibility for Free School Meals is not required.

If the trip is oversubscribed places will be randomly allocated once the deadline has passed.

If you would like to discuss other arrangements for payment, or require further details, then please contact Ms Hayley Coppin, by email hcoppin@chesterton.cambs.sch.uk or by telephone 01223 712150 ext. 159.

In order for your son/daughter to participate in this trips please go to www.parentpay.com where you can confirm your consent to their participation and make payment, this should be done **no later than Thursday 9 February**. Parentpay is our preferred method for receiving permission and payments from parents/carers. If you do not have your log in details to enable you to use this service please contact Ms Hayley Coppin, by email hcoppin@chesterton.cambs.sch.uk or by telephone 01223 712150 ext. 159.

If you are unable to make payments online, please return the permission form attached, along with payment, in an envelope marked with student name, form, and **'Year 10 Berlin History Trip 2017 - 2018'**, to the Finance Office no later than Thursday 9 February. Cheques should be made payable to Chesterton Community College and have student name, form, and selected trip option on the reverse. Payments in cash are discouraged, but if it is necessary for you to make payments in this way then please enclose the exact amount.

Permission slips, including payment, must be posted into the Finance Department letterbox. The Finance Department cannot accept responsibility for money which is not deposited in this way. Cheques should be made payable to 'Chesterton Community College', if you wish to pay in cash, the exact amount is kindly requested.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

Rhiannon Evans
Head of History
revans@chesterton.cambs.sch.uk



Please return to the Finance Office no later than Thursday 9 February 2017

Yr 10 - Berlin Trip – 19-24 October 2017

Student Name: Tutor Group:

Informed Consent

- I am aware of the nature of the programme that my child is about to take part in and I understand that I can seek more detailed information by telephone/in writing from the school.
- I have told my child to pay particular attention to staff giving advice on matters of safety, behaviour and general procedures. My child is aware that this is a non-smoking trip and that alcohol is strictly forbidden.
- I understand and accept that my child may be withdrawn from a trip if their behaviour leading up to a trip is unacceptable. Any monies paid would be returned to me, excluding deposits.
- I give informed consent for my child to take part in all activities organised by the staff in connection with the programme. If there are certain activities I do not wish my child to take part in, I will inform the trip organiser in writing.

Declaration

- In the event of a medical emergency, I understand that every possible effort will be made to contact me/my designated contact person.
- I hereby agree for my child to receive medical treatment if the situation arises. I understand that such a decision will be acted upon by a doctor.
- I agree to inform the school if any of the information I have given changes before the trip.

Contribution

I enclose £..... Please write cheques payable to Chesterton Community College, with the title of the trip, your child's name and tutor group on the reverse.

I wish to pay the discounted price for this activity as I am entitled to Working Tax Credits (proof of entitlement provided) or this student is entitled to Free School Meals. (please tick if applicable)

I confirm that this student has their own current passport & EHIC card and that I will provide details of these documents, along with emergency contact details and medical information, when requested.

Student Name as shown on passport is:

OR

This student does not hold a current passport and I give permission for him/her to be included on a Collective Passport arranged by the College. I understand that I will be required to complete and return the Collective Passport application form, which the College will issue if my child is allocated a place on this trip, within a strict deadline and that this will need to be accompanied by a recent photograph, of a similar quality to standard passport photograph. I will also provide emergency contact details and medical information as requested and ensure that this student has a valid EHIC card.

Student's Legal Name as shown on Birth Certificate (or Deed Poll document if name has been changed) is:

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Parent/Carer Signature: Date:

Please return this form, along with payment, in a sealed envelope which clearly states student's name, form or class and the title of the trip. Please ensure the envelope is returned to the **Finance letterbox**. We cannot accept responsibility for payments not posted in this way.