

The Hemel Hempstead School

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Headteacher: Neil Hassell BEng (Hons) NPQH FRSA

Letter 45

12th October 2018

Dear Parent/Carer

Year 10 History Trip to Berlin July 2019

Thank you for your deposit of £100 securing a place for your child on the History trip to Berlin in July 2019. Please use the Parent Pay system to make the regular payments as suggested by the payment schedule. If there are any problems with this please contact Mrs Davis in Student Services or myself. The full balance is due by 31st March 2019.

We will run two trips, both of which follow the same itinerary:

Trip 1: Sunday 14th to Wednesday 17th July, leaving the school at 8am and returning at approximately 8pm

Trip 2: Monday 15th to Thursday 18th July, leaving the school at 9.30am and returning at approximately 10pm

The groups will be accommodated in two different student hostels, both in the centre of Berlin. Please indicate below your child's trip preference and the names of students your child will be happy to be with. This may include students from other History groups. There are no mixed gender rooms and, at present, I do not have details of how many students each room will hold. There will be forty students and five staff on each trip. I will do my best to accommodate as many requests as possible but I cannot guarantee this.

May I remind you that your child will need a valid passport and European Heath Card. The most recent government guidance states that these will still be valid when we visit Berlin. The cards can be obtained free of charge online. Please send a photocopy of your child's passport (the photograph page) with the slip below. Please inform the school if your child's passport is not from the European Union, so that we can prepare the necessary documentation. We require this information as soon as possible. If your child does not yet have a passport, please apply for this as soon as possible. I would be grateful if you could inform Student Services of the progress of any applications.

✂.....

Please return this slip to Student Services

Letter 45

Year 10 History Trip to Berlin

Name of student: Form:

I/we enclose a photocopy of our son's/daughter's passport (please tick box).

Preferred trip (circle) Trip 1 / Trip 2 / No preference

Three students you child would like to be with:

.....

Please advise of any medical condition not already notified to the school:

.....

Signed:

Date:

(Parent/Carer)

Please return the slip as soon as possible so that I can allocate students onto trips. If there are more students wanting to go on one of the trips it may be necessary to move them onto another trip, but this will be with their friends, as far as possible.

As always, please contact me if you have any questions.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'L Williams'.

Mrs L Williams
Head of History