



# St Augustine's Catholic College

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HEADMASTER: DAVID FORSTER MA(Oxon) MSc NPQH

Our ref: DF/SEH/ZGB  
7 June 2019

Dear Parent/Guardian

## Year 10 History Trip to Berlin – July 2020

The History department is organising a trip to the city of Berlin for four days/three nights, the details of which are shown below:

**Destination:** Berlin, Germany  
**Date of trip:** Thursday, 2 – Sunday, 5 July 2020  
**Cost:** £525.00

This trip has been designed to enhance our students' understanding of two GCSE History topics in preparation for their Paper 1 exam: Germany 1890 – 1945 and the Conflict and Tension between East and West 1945-72. The trip is open to GCSE History students who will be in Year 10 in July 2020.

The cost of the trip is £525.00 and includes the following:

- Return flights to Berlin from Bristol airport
- Accommodation on a full board basis. Students will be accommodated in multi bedded rooms
- Group Insurance
- UK airport transfer
- UK airport meet and greet for both the outbound and inbound flights
- Checked in baggage
- All airport taxes and security charges
- Meet and greet on arrival at Berlin airport
- Berlin airport transfer
- Guided walking tour of the key historical sites of central Berlin
- Tour of Sachsenhausen Concentration Camp
- Visit to Wannsee Conference Centre
- Visit to Bowling am Alex – to include shoe hire
- Visit to German Historical Museum
- Transport passes x3 days

Not included:

- Meals en route
- Drinks with meals

We will include an option for parents to pay in monthly instalments. If you wish your child to take part in this trip, please complete the form and return it to reception by Friday 12 July 2019. If we exceed numbers, we will allocate on a first come basis.

The cost of the trip is £525.00 to cover transport, accommodation and activities. If you would like your son/daughter to take part in this event, please arrange for an initial deposit of £150.00 to be made using our preferred payment method of ParentMail. Alternatively, payment can be made by cheque or cash and returned to the school together with the permission slip. Payment is to reach us by Friday 12 July 2019. The trip has a limited number of places which will be allocated on a first come, first served basis. Your deposit will be returned if your child is not successful in securing a place.

The deposit payment will be used to book the flights. Flights will only be booked if we have sufficient interest. **Please note that once the flights have been booked, the deposit is non-refundable.**

With the first payment, we require your child's passport details. Please send in a photocopy of their passport and EHIC card, alternatively we can photocopy them at the school for you. If your child does not have a passport or their passport will have less than 6 months remaining at the time of the trip, please ensure that one is ordered as soon as possible.

The remaining balance of £375.00 may be paid in full or in instalments as follows:

£62.50 by 30<sup>th</sup> September 2019

£62.50 by 31<sup>st</sup> October 2019

£62.50 by 30<sup>th</sup> November 2019

£62.50 by 31<sup>st</sup> January 2020

£62.50 by 6<sup>th</sup> March 2020

£62.50 by 3<sup>rd</sup> April 2020

A copy of your son's/daughter's medical form will be carried by the Trip Organiser on the trip. May I take this opportunity to remind you to inform the College of any changes to your son's/daughter's medical information, including contact with infectious diseases within the 7 days prior to departure, by completing a blank medical form which can be found on our website at [www.st-augustines.wilts.sch.uk](http://www.st-augustines.wilts.sch.uk) under 'Key Information' then 'College Documents'.

The date of the pre-tour presentation giving more details will be announced closer to the time.

If you have any queries regarding this trip please contact the Trip Organiser, Mrs Hartsmith.

Yours sincerely



**David Forster**  
Headmaster

To: Reception by Friday 12 July 2019

Trip Organiser: Mrs Hartsmith

**Expression of interest: Year 10 History Trip to Berlin July 2020**

I would like to pay by ParentMail/ I enclose a deposit of £150.00/Full payment of £525.00 (please delete and make cheques payable to St Augustine's Catholic College).

I understand the remaining balance of £375.00 will be paid in 6 instalments of £62.50 in September, October, November 2019, January, March and the final balance due no later than 3 April 2020.

In order for my son/daughter to go on the trip I agree to WST Travel being provided with personal/sensitive data.

Signed: ..... Date: .....

Name of student	
I give permission for my child to take part in the trip (Parent/carer name and signature)	
Date of Birth	
Emergency contact number	
Special dietary requirements	
Medical conditions that may affect the tour	
Medicine carried if relevant	
Passport number	
Passport expiry date	
Copy of passport attached (please tick)	
Copy of European Health Insurance card attached (please tick)	

**St Augustine's Catholic College**  
**Behaviour Policy for the Berlin Trip: Thursday 2 to Sunday 5 July 2020**

The purpose of this contract is to ensure that students and staff have an enjoyable and rewarding visit. It is important that students are well behaved at all times and are good ambassadors for our school. As such, students are reminded that:

- They should be polite and well-mannered at all times
- They should listen carefully to instructions given to them by staff and carry them out without question
- On passenger transport they should behave in a sensible and mature manner that respects the safety and property of others, and use seat belts at all times.
- Normal school rules apply at all times whilst on a residential or school visit
- Alcohol, cigarettes, drugs, knives or other weapons including any kind of gun (including, without limitation, toy, replica or actual), fire crackers, fireworks or other dangerous or illegal items are **NOT** to be brought on or purchased by students
- They should obey the rules of any residential centre, or those given by the members of staff in charge, particularly in relation to sleeping, eating and room allocations.

We would obviously not expect there to be any problems, but because staff will be “in loco parentis” during the trip, it is important that parents are fully aware of the actions which would be involved should these ever be necessary. These are briefly as follows: -

- Students will be reprimanded by staff and given a verbal warning about their future conduct
- Parents will be contacted and informed of persistent problems of discipline
- In extreme cases, students may be sent home, with parents being responsible for all the extra costs involved
- Students who fail to observe this contract may face both an exclusion on their return and a ban on being able to participate in future school visits / residential.

Of course, we start from the assumption that all students will be perfectly behaved and that the sanctions listed above will not be required. **However, the school would be grateful if you could read this document, discuss it with your son/daughter and sign in agreement below, keeping a copy for your own records and returning this copy to the school.**

I HAVE READ THE ABOVE BEHAVIOUR POLICY AND AGREE TO FOLLOW THE CODE OF CONDUCT OUTLINED ABOVE.

Parent's name: ..... Parent's Signature: .....

Student's name: ..... Student's Signature: .....