

Our Ref: 114 15

8<sup>th</sup> September 2015

Dear Parent/Carer

Members of staff from the History Department are planning to take an excursion to Berlin for A- level and GCSE students. The visit will take place between **Thursday 21st January and Sunday 24th January 2016**. This will involve a Third Reich Walking Tour of Berlin, including SS & Gestapo Headquarters, Hitler's Bunker, Reichstag and Jewish Memorial, a visit to the Sachschausen Memorial & Museum guided tour, the Story of Berlin, Reichstag Dome visit and House of the Wannsee Conference guided tour. We will travel by air from **Liverpool John Lennon Airport**. Staff accompanying the students will be Miss Evans (Excursion Leader), Mr Finn and Mr Keenan (Head of History). Students will be expected to attend lessons as usual on the morning of 21<sup>st</sup> January and be ready to board the coach at the start of break. Your son **must have a valid passport** in order to take part in this excursion.

The visit will cost **£310.00**, which covers all excursions, transport, breakfasts and evening meals. Your son should require only a minimum amount of spending money for food at lunchtime, although there will be time for some souvenir shopping. However, there will also be an opportunity for students to attend a football match (vs FC Augsburg) at the stadium, which is fully seated. If your son would like to attend the football match, the total cost of the excursion will be **£330.00**.

Since the visit takes place during school time, I should be grateful if you would make a voluntary contribution to meet the full cost. Please note however, should voluntary contributions not cover the cost of the trip, we regret it may have to be cancelled. In line with a recent change to our Charging Policy, pupils for whom we receive Pupil Premium funding (eg those entitled or previously entitled to Free School Meals) will not be required to make a voluntary contribution for this trip.

Parents or carers experiencing financial difficulties can contact me, in confidence, to discuss the matter.

A non- refundable deposit of **£80.00** will be required in order to secure your son/daughter's place on the excursion. You may clear the entire balance in one payment or follow the instalment plan below:

Deposit:	£ 80.00	October:	£100.00
November:	£100.00	January:	£ 30.00

We intend to take 25-30 pupils and places will be allocated on a first come, first served basis. Priority will be given to those students who have taken part in previous excursions and displayed exemplary behaviour, or A-Level students who have shown excellent commitment to the course. Students may take **only hand luggage** on this excursion.

Please also note that the GCSE and A Level examinations take priority and that all work must be up to date before students are allowed to take part in the excursion. In order to reserve your son/daughter's place, please complete the permission slip below and return it to Miss Evans in Room 22 as soon as possible with the deposit. We hope that you will support this activity and take this opportunity to further your son/daughter's Historical understanding!

Should you have any further questions, please contact me at school on 427 1825, or via email [mevans@stmargaretsacademy.com](mailto:mevans@stmargaretsacademy.com).

Yours sincerely

Miss M Evans  
Excursion Leader

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**REPLY SLIP – Berlin 2016 – Please return to Miss Evans in Room 22 as soon as possible**

Name: \_\_\_\_\_ Form: \_\_\_\_\_

I understand and accept the contents of the above letter, and give permission for my son/daughter to take part in the visit to Berlin. I enclose the **non-refundable deposit of £80.00**. My son/daughter **will/will not\*** (\*delete as appropriate) take part in the visit to the football stadium.

Signed: \_\_\_\_\_(parent/carer) Date: \_\_\_\_\_