

4<sup>th</sup> February 2020



Dear Parents

The time is fast approaching when we will be visiting Berlin. (Tuesday 10<sup>th</sup> – Friday 13<sup>th</sup> March). Below is important information and requests regarding the trip.

**Pupil info form:** Please complete both sides of the attached form and return it to school by **Monday 10th February**. We require this information both for the trip and to purchase the travel insurance.

**Costs:** The cost to each pupil is £250. We have paid for 90% of the trips costs so would appreciate full payment being made by **Friday 14<sup>th</sup> February** at the latest. Payments can be made by cash or cheque at the school office or by bacs (ref: Berlin). Many thanks to those who have already paid in full.

**Passports and EHI cards:** please ensure that these are sent into school as soon as possible and by **Monday 24<sup>th</sup> February** at the latest. (The EHI cards are valid until December 31<sup>st</sup> 2020).

**Travel details:** We will be travelling to and from Manchester airport in the school minibuses. Students will not need to come into school in the morning but will need to be here by 1pm. All luggage must be contained in a cabin size bag as we have not paid for hold luggage to save on costs. The flights are with EasyJet details are as follows:  
Tuesday 10<sup>th</sup> March: Manchester to Berlin Tegel (flight no EZY1895) leaving Manchester at 17:30 and arriving in Berlin at 20:25.

Friday 13<sup>th</sup> March: Berlin Tegel to Manchester (flight no EZY1898) leaving Berlin at 10:50am and arriving in Manchester at 11:55.

**Accommodation:** We will be staying at the A&O Berlin Mitte Hostel. Students will be in single sex rooms solely for members of our group.

**Staff Members:** I will be leading the trip and will be accompanied by Mrs Pickles (Governor & DSP Support Assistant), Mr Horton (DSP support Assistant) and Miss Rowe-McIntosh (DSP Support Assistant)

**Kit List (Cabin bags only):** Students need to be aware of regulations regarding what is forbidden in cabin luggage and the size of their bag. Please see the Easy jet website for guidance. <https://www.easyjet.com/en/help/baggage/cabin-bag-and-hold-luggage>

- Clothing / underwear / nightwear for the week
- Sensible shoes / trainers
- Basic toiletries (must be cabin luggage compliant).
- Small towel (the hotel will be providing towels)
- Phones / cameras are allowed at own risk.
- Travel adaptors will be needed for any chargers.
- Money. Allow €10 per day for lunches and snacks. Breakfasts and evening meals will be covered.
- Change any money into euros before the trip.
- Mr Walker must be informed of any self-administering medication.

### Itinerary

**Tuesday:** Meet at school at 1pm. Travelling

**Wednesday:** Boat Cruise on the River Spree, visit TV Tower and lunch in Alexanderplatz. Visit DDR Museum and East Side Gallery and Bowling in the Mercedes Platz in the evening.

**Thursday:** Visit the Reichstag, Brandenburg Gate, Holocaust Memorial, Topography of Terror. Lunch in Potsdam Square. Visit Checkpoint Charlie, Jewish Museum and the Berlinsche Gallerie. Evening meal at Burgermeister Schleisches Tor and activities at the hostel.

**Friday:** Travel home. Estimated arrival back at school is 3pm.

If you have any questions please don't hesitate to contact me.

Yours sincerely

Mr M Walker

