



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

September 2018

Dear Parent/Guardian

Year 9 Visit to Berlin, Monday 10 to Friday 14 June 2019

Further to our letter in June 2018, I am pleased to confirm your child has a place on the Year 9 trip to Berlin next year. Given ongoing uncertainty around exchange rates, we anticipate the cost to be approximately £645.00 and it should now be available on your ParentPay account. Consent for the trip is required online and by ticking this box on ParentPay, you are agreeing to your child taking part in the trip.

As we have to make regular payments to our Tour Operators, please note that all payments are non-refundable. I would therefore be grateful if you could discuss the trip with your child prior to paying the deposit to ensure that they are fully committed to it. Refunds can only be given if a replacement student can be found to fill their place.

The first deposit payment is £195.00 and must be paid by Friday 28 September 2018 in order to secure your child's place. Please contact me immediately if this deadline date causes a problem or if your child does not wish to take up their place (t.collins@staidans.co.uk). The next payment of £225.00 will be due by Friday 23 November 2018 with the final instalment of approximately £225.00 on Friday 8 March 2019.

Students will require their own valid passport for the trip and this must be valid up to and including the date of return to the UK. If your son/daughter does not have a British passport and requires a visa to travel, please make the necessary arrangements.

Your son/daughter will need to have a European Health Insurance Card (EHIC). The quickest and easiest way to get an EHIC is to apply online at www.dh.gov.uk/travellers.

Please send a copy of your child's passport into school **prior to Friday 28 September 2018** marked for my attention with 'Berlin' written on it, or email me a copy. If your child's passport needs renewing before the trip departs, please let me know.

You will receive further details in due course and we will hold a full meeting for parents and students prior to departure. However if you have any queries or require any further information, please do not hesitate to contact me either by email or by phone on 01423 818527.

Regards

Mrs T Collins
Trips Administrator

Headteacher: Mr J Wood

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