

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG
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Headteacher: Robin M Bevan MA MEd PhD FRSA



Our ref: 19/VMC

October 2019

Dear Parent(s)

RE: Year 11 and 6th Form Visit to Berlin, 5th December – 7th December 2019

I am pleased to confirm that your son/daughter has secured a place on the trip to Berlin. We are currently still in the process of finalising the itinerary of the trip, which I will share with you once complete.

The trip will cost a total of £430, which includes the transport to and from the airport in the UK as well as in Berlin, all entrance fees, B&B accommodation in multi-bedded bedrooms, insurance and staffing cost.

The remaining amount to pay for the trip, after having received your deposits, is **£280**. Please pay this sum via WisePay by Friday 13th October 2018.

Please be aware that, since this booking has now been made, the tour company's cancellation policy applies as well as the cancellation policy of the airline (Ryanair). Should your child wish to withdraw from the trip at any stage going forward, this policy will dictate the level of refund possible.

As time is pressing, and the deadline for paying the tour agency is fast approaching, I ask you to pay close attention to the payment deadline. In the unlikely event that a student does not make their payment on time, we may incur extra charges for delayed payment by the tour operator, this will then have to be added to the total cost of the trip for the relevant participant.

Payment of all amounts must be made via WisePay. You will find this item under the 'Trips and Visits' tab on your WisePay homepage, if you have any difficulty in accessing your account please contact Mrs Howley in the Finance Office.

As we will travel with Ryanair, and with hand-luggage only, please pay close attention to their hand-luggage policy: The size of carry-on bags is slightly small than with other airlines, and the size must not exceed **55cmx40cmx20cm**, with a weight of **no more than 10 kg**. As most trolley suitcases are too big for this, I would advise your son/daughter to bring backpack, which will fit more easily in their size-baskets. If a student were to bring luggage that is too big, then they will have to pay £50 at the gate in order to have it placed into hold, which we obviously want to avoid. Therefore, please ensure that the luggage chosen fulfils the Ryanair criteria.

If your son/daughter has not already done so, could you please ask him/her to bring a photocopy of his/her EHIC card to Mrs Cavalier, as a copy of this has to be kept in the travel documents and may be needed for bookings.

Finally, in order for your child to participate in this trip, you will need to complete the school's "off site visit form" which can be found on WisePay on the payment screen for this trip. Please complete and submit this form online.

Yours sincerely,

V. Cavalier
(Head of German)

