

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Headteacher: Robin M Bevan MA MEd PhD FRSA



17th October 2023

Dear Parents and Carers,

RE: Berlin Trip, 17th – 19th January 2024

We are pleased to confirm that we are progressing well with the planning for January's trip to Berlin. We hope to send out a detailed itinerary shortly, once all the visits and timings are booked in and confirmed.

As with any school trip, please note that when on the Berlin visit all pupils are bound by the regulations in the school's Code of Conduct for Trips and Visits. Please review these regulations via the link below and ensure that your child is aware of the required standards of behaviour.

<https://www.shsb.org.uk/attachments/download.asp?file=1070>

Offsite Visit Form

For all trips, we require parents to confirm key permissions and medical information via an offsite visit form. Please complete the offsite form by Wednesday 25th October. You can find the form for completion here:

<https://forms.office.com/e/Txrbda71x1>

Rooming

We don't yet have the breakdown of rooming. Once we do, students will have access to a rooming form on SatchelOne. They should speak to other students on the trip and agree who they would like to share with before submitting names on the form.

Passport Details

The tour company now require passport information to confirm the details for our flights. Please could you email a copy of the photo page in your child's passport to HEF@shsb.org.uk by Wednesday 25th October 2023. If you are in the process of getting a replacement, please get in touch at the earliest opportunity to outline the current situation.

Yours sincerely,

Mr E Sainsbury & Mrs H Foley
Trip Organisers

