

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

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Headteacher: Robin M Bevan MA MEd PhD FRSA



21st November 2019

Dear Parent(s)

RE: Year 11 and Sixth Form Visit to Berlin 5th -7th December 2019

As the Berlin trip is now fast approaching, I am writing to you in order to share some further advice and guidelines with regard to the trip.

Luggage

In order to reduce the flight cost, we are travelling with **hand luggage only**. Please check the Ryanair website for the most recent instructions regarding this, but as a guideline, the current regulations state that the maximum measurements for hand luggage **are 55cmx40cmx20cm, including handles and wheels, with a maximum weight of 10kg**. It is therefore very important that students measure and weigh their luggage in advance of the trip: if the luggage does exceed these measurements, Ryanair might charge students a penalty fee at the airport. Please also bear in mind when packing that liquids (including creams, gels, toothpaste etc.) must be kept in containers of **100ml in an airport security plastic zip bag**. Please ensure that liquids are easily accessible within your son/daughter's luggage, so that they can be quickly taken out for the security check. Whilst the guidelines are unlikely to change until our departure, it is ultimately the parents' responsibility to ensure that their children's luggage is in accordance with air travel regulations. Therefore, I do recommend double checking these guidelines nearer the time, in order to avoid a delay at the security check and risking items being confiscated.

Valuables

I strongly advise against taking any items of value (laptops, iPads etc.) on the trip, as we will be staying in a hostel that will be used by a number of other tourists. Pick-pocketing can occur in Berlin, like in any other big city, therefore the safety of any values can't be guaranteed. If a student chooses to bring an item of value, then the school cannot be held responsible for loss or damage.

Medication

Please ensure any medication that needs to be taken is clearly labelled and packed safely. Medication also **MUST comply with the airline's liquid regulations** (see above), so any liquids in bottles of more than 100ml would need to be decanted into **100ml containers/bottles**.

Clothing

As it is likely to be cold and possibly rainy/snowy during our stay in Berlin, I suggest that students bring sufficient warm clothing, which should be waterproof. We will be doing a lot of walking around the city, therefore appropriate footwear needs to be worn at all times. An EU adapter for any electric appliances is also recommended (phone charger etc.). **Students need to bring a towel, as the hostel does not supply them.**

Spending money

Students need to bring sufficient Euros in order to buy their lunch and dinner and for spending money, I recommend around 90 Euros.

Transport arrangements

We will be leaving by minibus from SHSB at **4.30am** in order to travel to Stansted Airport. I strongly advise parents to drop their children at least **10 minutes prior** to departure (**4.20am**), as we will need to leave promptly and will not be able to wait for late comers.



Travel documentation

In order to minimise the risk of students forgetting their travel documents on the day of departure, I would appreciate it if students could hand their passports and EHIC cards to me personally **NO LATER than Wednesday, 4th December**.

In the unlikely event of a student turning up at the departure point without valid travel documentation or travel insurance (EHIC card), they will not be able to go on the trip. In this eventuality, should they have been dropped off and parents have already left, they will have to travel with us to Stansted Airport and will have to be collected from there, as we cannot delay the trip, and risk missing the flight. A phone call to the student's emergency contact phone number will be made and the student will be left, unsupervised, at a location to be confirmed at the time, at Stansted Airport, in order to allow staff and the remaining students to board the flight on time.

Emergency phone number

In Berlin we will be travelling mainly by foot, but we will also be occasionally using public transport. Students should be aware of the school mobile number **(00447713480009)** and should contact this number immediately if they get separated from the group or if they need to get hold of the supervising teachers during free time. Please ensure that your child saves this number in their mobile phone.

Arrangements for our return

Upon our arrival back in the UK, students will be asked to contact their parents to inform them of an estimated time of arrival back at SHSB. **As we are landing at 22.20 on Saturday evening, I estimate that we will be arriving back at SHSB just after midnight.** Please ensure that you have arrangements in place in order to be available to pick your son/daughter up at this time. We would appreciate it if parents could be at SHSB in plenty of time to allow for a swift return home.

Students can be collected at Stansted Airport only if parents have requested this **in writing and in advance** of the trip; if this has not been received by me, the student will have to remain with the group and return to SHSB to be collected there. Should parents wish to collect their child from Stansted airport, please note that **the group will not be able to wait with the student**, as the group will have to continue their journey back to Southend without delay.

Behaviour

The School Rules apply throughout this trip; teachers are acting in loco parentis. It is absolutely vital that students always follow instructions given by staff.

When students have free time, they **MUST** stay together in **groups of 3 or 4 students at all times**, to ensure no one gets lost. They must take careful note of arranged meeting points and times and stick to these in order to avoid any delay to the itinerary.

The consumption of alcohol, drugs or cigarettes is, naturally, strictly forbidden.

During the journey, as well as in the hostel and in any other venues we will be visiting, I anticipate only the best possible behaviour of our students, reflecting the high values and expectations we have at SHSB. Other travellers must be respected, and the instructions regarding sleeping times must be followed in order to minimise disruption to other guests. Instructions of airport staff, hostel staff or staff of any other venues/public transport must be followed.

In the unlikely event of a terrorist attack, students are advised to follow the government guidelines of "run – hide – tell".

I hope this information clarifies any questions you may have, but if you have any further queries, please don't hesitate to contact me.

Yours sincerely

V. Cavalier (Head of German)