

# 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: Mrs R V Worth



November 2025

Dear Parent/Carer,

### Re: History Trip to Berlin – Confirmation of Place and Payment Schedule

I am delighted to confirm that your child has a place on the History Department's trip to Berlin. Thank you for your prompt payment of the initial deposit.

To proceed with booking our flights and accommodation, I now need to collect the remaining balance in two instalments:

- **£250 by Thursday 28th November 2025**
- **£245 by Monday 15th December 2025**

Alternatively, you are welcome to pay the full remaining amount of **£495 by 28th November** if that is more convenient. This payment will be available on Wisepay.

Once all payments have been received, I will be able to confirm our flight details and send out a full itinerary, so this will follow in due course.

We will also be holding a **Parent Information Evening in early January**, where we will go through the trip in detail and answer any questions you may have. Further details about this meeting will follow shortly.

In the meantime, please do not hesitate to contact me directly via email at [hef@shsb.org.uk](mailto:hef@shsb.org.uk) if you have any queries.

Thank you for your continued support — the trip promises to be a fantastic educational experience for all involved.

Yours sincerely,

Helen Foley  
History teacher and trip leader  
Southend High School for Boys

