

# Formby High School

'Determined to Achieve'



JFI/DMM

September 2018

Dear Parent

## Re: Year 10 History Tour - Berlin

The History Department is organising a tour for Year 10 History students to Berlin. The trip will be of four days duration and will take place on **Tuesday 2 July** returning **Friday 5 July 2019**. We will fly direct into Berlin Brandenburg Airport staying in the Schulz Hotel on a half board basis. Visits to Potsdamer Platz, Brandenburg Gate, Holocaust Memorial, and The Reichstag will be scheduled into the itinerary. All UK transfers and overseas transport is included.

The trip will cost £565.00 per person, although this could vary slightly depending upon the number of students who take part. This includes all travel, accommodation on half board basis. Please note that there are a limited number of places available for the trip. **If a situation arises where there are more students expressing an interest than places available then a lottery will be used to allocate places, in the event your son/daughter does not secure a place on the trip the deposit monies will be returned in full.**

Each student must have their own passport with at least six months validity prior to the departure date and an EHIC card which are available from the Post Office or online at [www.ehic.org.uk](http://www.ehic.org.uk). If your son/daughter does not have a passport or it is due to expire prior to the trip, please make an application soon

If you would like your son/daughter to participate in this trip a **non refundable** deposit of **£150.00** is required by **Thursday 27 September**. The second **non refundable** payment of **£150.00** is due for payment by **Thursday 15 November** with the remaining balance of **£265.00** to be paid by **Thursday 18 April 2019**.

Our method of payment is by ParentPay. This is very simple to set up and very easy to use and we would encourage all parents/carers to use this method of payment.

- Log on to ParentPay ([www.parentpay.com](http://www.parentpay.com)) using your username and password (if you have not used ParentPay before please phone 01704 835644 for your login details).
- Click on the item description entitled '**Berlin 2019 - Year 10**' and add it to your basket.
- Click on the consent button if you would like your son/daughter to participate in this trip, then proceed to the checkout.

Please note that the first and second deposits are **non-refundable**, should you wish to cancel prior to the trip all cancellation charges will be in line with the tour operator's guidelines. If you do wish to cancel at any point, please inform us in writing in order to minimise financial losses.

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All appropriate Formby High School staff will be consulted as to whether they consider each student to be reliable and responsible enough to be included in the party. The School reserves the right to not take any student whose general conduct or schoolwork shows a marked deterioration during the year. We do not want the reputation of the School to be put at risk by the poor behaviour of any student abroad. Please also note that, should it be necessary to withdraw a student from a trip as a result of poor behavior, cancellation costs will be the responsibility of the parents.

I will write to you again with further details but if you require any clarification in the short-term please do not hesitate to contact me at school.

Yours sincerely

Mr J Fitzgibbon  
**History / Trip Leader**