

Overton Grange School

Serving our local community since 1997

Joint Headteachers:
Mr G Bennett & Mr K Stride



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October 2018

Dear Parents/Guardians,

The Modern Foreign Languages department would like to offer your son/daughter the opportunity to take part in a **4-day trip to Berlin in Germany**. As well as an excellent opportunity to use and enhance their language skills, the trip will also support their understanding of the A Level Unit on Berlin, as well as giving them a deeper insight into the film they are studying for the exam, which is set in Berlin.

- Dates:** 5 April 2019 London Gatwick to Berlin Tegel 12.50 departure, 15.55 arrival
8 April 2019 Berlin Tegel to London Gatwick 21.35 departure, 22.35 arrival
(subject to availability and confirmation)
- Accommodation:** Plus Hotel, Berlin Mitte (**Bed and Breakfast**)
- Proposed Itinerary:** Visits to the Reichstag, Jewish Memorial, Brandenburg Gate, Checkpoint Charlie, East Side Gallery and the remains of the Berlin Wall, River Cruise on the Spree, DDR museum.
- Cost:** **£375 per student.** This includes travel, bed and breakfast accommodation and entry to some of the museums.

Students will need their own passport, as well as money for meals and travel and some activities within Berlin.

This visit is classified as a voluntary activity and under the regulations of the Education Reform Act 1988, I have to inform you that the school cannot charge for this trip. We would ask you to make a voluntary contribution of £375. I should make it clear there is no obligation to make this contribution and that students will not be excluded from the visit because parents are unable to contribute. However, as we are unable to fund the activity in any other way it will be cancelled unless we cover costs. If you do have financial difficulties then please put it in writing to Mrs Lambert in the Finance Office.

If you would like your son/daughter to be considered for the trip, please complete the permission slip below and make a non-refundable **deposit of £100 using your online Parent Pay account**. Reply slips should be placed in the black box next to Finance **by Friday 16th November 2018.**

There are limited places for the trip which will be allocated on a first come, first served basis. If the trip is over-subscribed, the remaining names will go on a waiting list.

If your son/daughter has any medical / emergency contact details that may have changed, please notify the school as soon as possible. If you have any queries at this time, please contact me at school, or by e-mail: d.atchison@overtongrange.sutton.sch.uk

Yours faithfully,

Mrs D Atchison
Head of MFL

To: Mrs. Atchison

Re: Berlin Trip – APRIL 2019

I would like _____ (student) of _____ (Tutor Group) to go to Berlin on 5th April 2019.

I have paid £100 online using my Parent Pay account and will return the permission slip to the black box

My ParentPayreference is: _____

My son / daughter's passport number is _____ and the expiry date is _____.

Please state nationality: British Other (Please state)

Signed _____ Please print name _____
Parent/Guardian

To be returned to the black box next to Finance by Friday 16th November 2018