



Headteacher: **Mr J Grant**  
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February 2017

Dear Parent/Carer

### **Year 10 Berlin Trip 2<sup>nd</sup>-5<sup>th</sup> March: Final Information**

The itinerary for the trip is now finalised and is attached here. Students need to arrive at Gatwick's North Terminal to check in at 4pm on Thursday 2<sup>nd</sup> March and will return to Gatwick's North Terminal at 7.10pm on Sunday 5<sup>th</sup> March.

On Thursday 2<sup>nd</sup> March students are expected to attend school but are not required to wear school uniform that day. To ensure students have sufficient time to get to the airport for 4pm, students are being given permission to leave school at lunchtime, 1.10pm, and will not be required to attend their final lesson of the day. We are running a minibus on a first come, first served basis to assist students with getting to the airport. In view of these new arrangements, please let us know in writing using the email below if you wish your child to have a space on the minibus. We have 16 spaces available and the mini bus will leave during period 5.

If your child is meeting the group at Gatwick's North Terminal, the party will meet outside Jamie's Coffee Lounge which is in the entrance of the North Terminal.

#### **Passports and EHIC cards**

If your child's passport was not brought along to the meeting, please bring it into school as soon as possible for storage in the school safe to ensure we have it before the day of travel. Please also double-check that neither the passport nor EHIC has expired. Whilst all students are fully insured, we do require that they have a valid EHIC card therefore please bring this into school as soon as possible.

You can apply online via: [www.nhs.uk/NHSEngland/Healthcareabroad](http://www.nhs.uk/NHSEngland/Healthcareabroad)

There are 25 students and 3 staff participating in the trip. I have attached further notes for your information and thank you in advance for reading them through. Any letter such as this will not be exhaustive so please do not hesitate to contact me with any further questions.

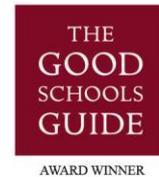
Yours sincerely

Ms Alison Vance  
**Trip Leader**  
[avance@sackvilleschool.org.uk](mailto:avance@sackvilleschool.org.uk)





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## ITINERARY

### FLIGHT DETAILS:

#### Outbound:

Date: 2nd March 2017

Check in: 4pm London Gatwick Airport (North Terminal)

Flight details: Easyjet Flight EZY8215 (1 x hand luggage per person)

Departs: 6.05pm London Gatwick Airport (North Terminal)

Arrives: 9.00pm Berlin Schönefeld Airport

Group to transfer to accommodation on public transport

#### Inbound:

Date: 5th March 2017

Group to transfer to Berlin Schönefeld Airport on public transport

Check in: 4pm Berlin Schönefeld Airport

Flight details: Easyjet Flight EZY8214 (1 x hand luggage per person)

Departs: 6.05pm Berlin Schönefeld Airport

Arrives: 7.10pm London Gatwick Airport (North Terminal)

### Thursday 2nd March 2017

4pm meet at Gatwick for check in and fly to Berlin 6.05pm. Arrive in Berlin 9.00pm. Complete the necessary security checks. Transfer from airport to the hostel by public transport. Check into hostel upon arrival, collect packed meal and settle into rooms.

### Friday 3rd March 2017

Breakfast in accommodation. Guided tour of the Sachsenhausen Concentration Camp in the morning and in the afternoon visit Olympia Stadion. Return to Berlin city centre on public transport and head back to accommodation for evening meal. Evening visit to the Reichstag Dome and Terrace.

### Saturday 4th March 2017

Breakfast in accommodation. Visit the Jewish Museum in the morning. Walk to Checkpoint Charlie where there will be time for the group to buy/eat lunch around Checkpoint Charlie. Group to visit Checkpoint Charlie Museum and then to move on to visit the Topography of Terror exhibition for the afternoon. Evening meal in accommodation. Free time for group in the evening.

### Sunday 5th March 2017

Breakfast in accommodation and check out – store luggage in a designated luggage room for collection later on in the day. Group to visit the Story of Berlin and atomic shelter. Group to buy/eat lunch along the Ku'damm and finish any last minute shopping. Arrive back at the hostel to collect luggage and then take public transport back to the airport.

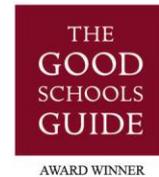
### What to take

School uniform is not required. The average temperature in Berlin in March is about 4°, so students should take warm clothing, a waterproof jacket, suitable footwear for wet weather and a fair amount of walking, suitable nightwear, a towel, soap and a wash bag.





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Please note that students will be travelling with hand luggage and therefore airport liquid restrictions apply. <http://www.gatwickairport.com/at-the-airport/flying-out/security/security-restrictions/>

Students will only be allowed cabin luggage. Please ensure that students' cabin luggage is in line with the airline's requirement. <http://www.easyjet.com/en/help/preparing-to-fly/baggage> It would be useful for students to take a small bag for using on day trips that can be put inside their cabin baggage for travel. Cameras and mobile phones may be brought, but remain the responsibility of the child. Any expensive items (iPod etc) should be left at home. Lost items are unlikely to be covered by insurance.

### Eating Arrangements

If you have not informed me already, please pass to me in writing any special dietary requirements that your child may have. Please note that we cannot ensure that preferences are met. Students with any dietary allergies should consult a member of staff before consuming any items about which they are unsure. At the hostel, it is expected that all students attend breakfast and dinner at the time specified and behave in a manner appropriate to that situation. It is likely to be a self-service canteen facility with a choice of food. The highest standards of behaviour are expected at meal times at the hostel, all the more so as we may be sharing with other schools.

The first meal provided is dinner on the Thursday evening and the last is a breakfast on the Sunday morning. Students need to bring sufficient money to cover their lunches for all days.

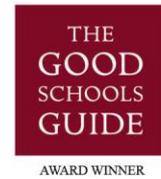
### Safety

- 1. Travel** We will be travelling by aeroplane and on the Berlin underground (U- Bahn).
- 2. Accommodation** Students must remain in their rooms once told to do so at night. Behaviour around the hostel must be of the highest standard, in particular no running or loud behaviour inside or outside the buildings.
- 3. Staff Supervision** The visits will be carried out in supervised groups. However, students will be given periods of free time to explore. During such times, the whereabouts of a member of staff will always be known to students and they will have contact numbers with them at all times. Students will be required to be in groups of a minimum of three at all times.
- 4. Visits** We visit places of a sensitive nature such as the Sachsenhausen Concentration Camp and therefore students will be expected to be respectful when visiting. Equally, we will be expected to be extremely respectful when going round the other places we are visiting.
- 5. Inappropriate Purchases** The following items are either illegal or represent a risk to students. They are not to be bought on the trip or purchased at any point: knives, flick-knives, flick-combs, guns (replica or real), bangers, fireworks, matches, lighters, tobacco, alcohol and laser pens. Any such items discovered by teachers will be confiscated and not returned. Students may not buy any of these items as presents for adults either. This list is not exhaustive so if students are in any doubt about the appropriateness of any purchase, they should consult with a teacher first.
- 6. Behaviour** We want enjoyment to be a focus of this trip, but it's good fun in the right way. Students are required to interact politely with all other students, staff and members of the public. They must follow staff's instructions without question, conform to the





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standards of behaviour set in school and follow all rules set out for the trip. Failure to do so may result in loss of any privileges on the trip and exclusion from further school trips.

**7. Money** All currency for use in Germany must be changed into Euros before the trip, as access to facilities will be limited. As mentioned, students will need to buy their own lunch and in addition may wish to buy souvenirs, presents, a drink etc and some snacks. We would advise 50 Euros as a guide to be sufficient for students' needs. Please note that the excess on our insurance policy means that any money lost by students will not be recoverable. Students may also wish to bring a small amount of sterling with them in order to buy any drinks or snacks at the airport on our outward journey.

**8. Accommodation**

A&O Berlin

Hauptbahnhof Lehrter Straße 12

Germany - 10557 Berlin

<https://www.aohostels.com/en/berlin/berlin-hauptbahnhof/?gclid=CNy5svmc-dECFUqT7Qodx2MKDw>

Rooms - Students will be in shared single-sex rooms and these will be organised before the trip. Students should speak to me in the first instance if there are any issues.

