



Headteacher: **Mr J Grant**
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March 2017

Dear Parent/Carer

Year 13 Work Experience to Hamburg and Berlin, Germany: 13th – 19th January 2018

We would like to encourage your child to apply for a place on our international work experience programme that takes place for one week in January 2018 in Germany. This will be the third year of running this enriching opportunity, which has many benefits and much value for students moving on to higher education or employment. It is viewed very positively by higher education institutions and by prospective employers and will enhance UCAS applications and future employment applications.

Itinerary and work placement details

The students will travel and stay with our year 12 business studies visit, which runs at the same time but will follow a separate, enhanced programme. On the Saturday and Sunday, there will be a day visit to Berlin and a sightseeing tour of Hamburg. However on the Monday to Friday, students will undertake work placements relevant to their chosen subjects of study. Last year, students were placed in kindergartens, hotels and businesses. We have a long established partnership with the Hamburg Business College and very strong vocational links. The college has been rebuilt in the past year and now has stunning new buildings and facilities, with a large nursery unit on site, where we anticipate placing some of our students.

The programme is coordinated by Mrs Valentine and students will be supervised throughout the week by Mr Whitehead, Mrs Valentine or another member of Sackville staff, as well as by a member of staff from our partner college. Students do *not* need to speak German to take part in this trip.

Accommodation

We have booked a hotel in the regenerated harbour area of the city. This is a change from our usual hotel as it offers a higher standard of security and a better quality of accommodation. The hotel is part of a chain and can be viewed online at this address: <https://www.meininger-hotels.com/de/hotels/hamburg/> **MEININGER Hotel Hamburg City Centre**, Goetheallee 11, 22765 Hamburg Tel: +49 (0) 40 2846 4388

Travel details and cost of trip

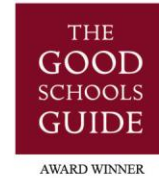
Travel will be by air from either Gatwick or Heathrow.

You are invited to make a voluntary contribution which will be in the region of, and not exceeding, £540 to cover the cost of the visit including transport and other incidental costs. The total cost has yet to be finalised but there is a possibility the cost may be lower than this. This amount can be paid in instalments. This is a very minimal increase on the price of the 2017 trip, taking into account the unfavourable exchange rate, as well as the upgraded hotel. I must, however, tell you that as the school could not bear the cost of the visit, the visit will not take place unless all parents, who are able, are willing to contribute.





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All students will require a valid passport and an EHIC Card – this is obtainable free of charge at this website

www.dh.gov.uk/PolicyandGuidance/HealthAdviceforTravellers/fs/en

Criteria for participation

Places for this programme are strictly limited to a maximum of eight year 13 students.

To participate on this trip, students must fulfil these entrance requirements:

- study a AS/A2 or Btec level 3 in any subject in year 13
- be up to date with all studies
- have a good record of attendance and behaviour at school

At this stage you are invited to make a voluntary non-refundable deposit of £140 to secure our flights at the lowest possible price and qualify for early booking discounts.

If you would like your child to participate, please return the form to Mr Whitehead or Mrs Valentine as soon as possible, enclosing **a deposit of £140. Places are strictly limited to eight. We request you send in a deposit NO LATER THAN MONDAY 3RD APRIL 2017.**

Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website at http://www.sackville.w-sussex.sch.uk/?page_id=26728.

Should you require further information, please do not hesitate to contact Mr Whitehead or Mrs Valentine.

Yours sincerely

Mrs H Valentine
Deputy Head of Sixth Form





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Dates: Saturday 13th – Friday 19th January 2018

The cost of the trip includes:

Transport: Return flight to Hamburg

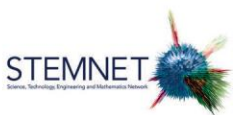
All transport on Hamburg underground, buses, coach and boats included, plus cost of coach hire. Inter City train fare to Berlin is also included.

Visits: all costs of visits and workshops to companies included in price.

Accommodation: Bed and Breakfast in Meininger hotel in central Hamburg, plus hire of study rooms in the hotel. All rooms have en-suite facilities.

Food: all breakfasts/lunches on at least 3 days included and at least 3 evening meals

Evening meals to be taken in restaurants, at a cost of approximately 10 Euros per student.





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REPLY SLIP

To: Mrs H Valentine/Mr D Whitehead

PLEASE RETURN NO LATER THAN MONDAY 3rd APRIL 2017

**Year 13 Work Experience to Hamburg and Berlin, Germany:
 13th – 19th January 2018**

Name of student Form

I would like my child to participate in the work experience programme in Germany in January 2018.

I have paid a deposit of £140 online/I enclose a cheque for £140 made payable to Sackville School (please delete as appropriate).

I enclose a copy of my child’s EHIC card and a copy of the back page of their passport. (This can alternatively be scanned and sent via email to dwhitehead@sackvilleschool.org.uk)

Parent/Carer (please sign)

Parent/Carer (please print)

Date

