



Headteacher: **Mr J Grant**  
Sackville School, Lewes Road,  
East Grinstead, West Sussex RH19 3TY  
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[www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk)

September 2014

Dear Parent/Carer

**Year 9 German Study Visit**  
**Saturday 11<sup>th</sup> October 2014 to Wednesday 15<sup>th</sup> October 2014**

**For your immediate attention**

1. You will recall that you filled in a form regarding medical conditions and allergies some time ago. If there have been any changes since that time or if your child will be on any medication during the trip, please inform me in writing at the earliest opportunity.
2. **Departure.** We will depart by coach from the school entrance in Bourg-de-Péage Avenue at 7.00am on Saturday 11<sup>th</sup> October. Please arrive 10 minutes before this to ensure a prompt departure. Due to this being in the hands of our tour operator, this departure time may be subject to change. We will inform you as soon as possible IF there is a change to this schedule. The coach will require ample parking space. For the safety of all the participants of this trip, you are asked to park further along Bourg-de-Péage, towards the lower car park. Thank you. Our scheduled return is Wednesday 15<sup>th</sup> October at approximately 8.00pm.  
**Please ensure that you are there on time to collect your child. It can be very frustrating, particularly after an exhausting trip and late on a Wednesday night, to have to wait for all students to be collected!**
3. **Passports.** Students will be travelling on their OWN passport and these ought to be brought into school at the earliest opportunity and no later than Friday 3<sup>rd</sup> October. Please follow the procedure for this as stated in the previous letter.
4. **EHICs.** As stated back in the summer term, I now require your child's EHIC. This card is compulsory due to the nature of our insurance. Please can these also be brought into school as soon as possible and again, no later than Friday 3<sup>rd</sup> October. Should your child not yet possess an EHIC, they may be obtained by accessing the following website:  
<http://www.ehicard.org>
5. **What to take.** School uniform is not required. Students should take warm clothing, a waterproof jacket, suitable footwear for wet weather and a fair amount of walking (eg trainers), suitable nightwear, a towel, soap and a wash bag. Students will only be allowed TWO bags, one to be stored on the coach and a small 'hand luggage' bag to take onto the coach. **Bags stored in the hold cannot be accessed until we arrive at the hotel in Germany.** 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.





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6. **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. Please provide your child with a packed lunch for the journey. It may be possible for food to be purchased on the ferry, but this opportunity may be limited when travelling to the hotel. At the hotel, it is expected that all students attend dinner at the time specified and behave in a manner appropriate to that situation. **Please note that students must not eat or open any nut based products on the coach as we have a student who has an extreme nut allergy.**

## Safety

1. **Travel.** We will be travelling by coach and ferry. Seat belts **MUST** be worn at all times on the coach. Those students wishing to go on deck during the crossing may only do so with a member of staff present.
2. **Hotel.** At night, room doors must be locked at all times. Students must not leave the hotel after lights out and must not leave the hotel door open. Such behaviour puts the entire group at serious risk.
3. **Staff Supervision.** Many of the activities will be carried out in small supervised groups. However, students will be given periods of free time to explore without supervision. This is deemed as an important aspect of the experience. During such times, the whereabouts of a member of staff will always be known to students. Students will be required to be in groups of a minimum of three and will have access to restricted areas only.
4. **Inappropriate Purchases.** The following items are either illegal or represent a risk to students. They are not to be brought 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.
5. **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 standards of behaviour set in school and follow all rules set out for the trip. Failure to do so will result in loss of privileges on the trip and exclusion from further school trips. We would be grateful if you would speak to your child about this.
6. **Money.** All currency for use in Europe must be changed into Euros before the trip, as access to facilities will be limited. Students may wish to buy souvenirs, presents, a drink etc. Around 30-50 Euros should be sufficient, but we leave this up to parental discretion. Please note that the excess on our insurance policy means that any money lost by students will not be recoverable.





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## Learning

1. This is an intensive study visit and has been set up to help best prepare students for their GCSE. Students will be taught for around 2-3 hours a day and be expected to complete homework. **Inappropriate behaviour, including lateness to lessons and complaints, will not be tolerated.** Please discuss this with your child before the trip.
2. All students will be provided with a folder and worksheets to complete. However, students must bring with them their own copy of *Edexcel GCSE German* and a well equipped pencil case. It is also encouraged that an own dictionary be brought, if possible.

## Fun

Please find enclosed a copy of the itinerary for the trip. As with all trips, the timings are approximate.

## Useful Contacts

Mr Keeble: 01342 410140 (during school hours)  
07801 480762 SLT school mobile (outside school hours)

Accommodation: Hotel im Rheintal  
Rheinuferstrasse. 79A  
Kamp-Bornhofen  
Germany  
56341

00 49 6773 919398 – Emergencies only

Tour Operator: Equity  
01273 648248 – Emergencies only

The following staff will be accompanying the visit:

Mr M Bolton  
Mr T Leahy (Trip leader)  
Mrs A Newcomb (Pastoral Assistant to year 9)

May I wish your child a thoroughly enjoyable trip.

Please contact either myself or Mr Bolton if you have any further queries.

Yours sincerely

Mr T Leahy  
**Trip Leader**

