



Headteacher: Mr J Grant
Sackville School, Lewes Road, East Grinstead,
West Sussex RH19 3TY
Tel: 01342 410140 Fax: 01342 315544
Email: secretary@sackville.w-sussex.sch.uk
www.sackville.w-sussex.sch.uk



March 2018

Dear Parent/Carer

Year 13 Work Experience to Hamburg and Berlin, Germany 12th – 18th January 2019

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 2019 in Germany. This will be the third year of running this enriching opportunity, which has many benefits and 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 follow a full and exciting itinerary. On the Saturday and Sunday, there will be a day visit to Berlin and a sightseeing tour of Hamburg. From 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 Mr Whitehead - students will be supervised throughout the week by Sackville staff. Students do *not* need to speak German to take part in this trip.

Accommodation

Our hotel is in the regenerated harbour area of the city (see details below). 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

Travel will be by air from either Gatwick or Heathrow. We anticipate asking for a voluntary contribution in the region of £595, although the total amount has yet to be finalised. There is, however, a possibility the voluntary contribution may be lower than this. This amount can be paid in instalments. I must, however, tell you that as the school could not bear the cost of the visit, the visit will not take place unless parents, who are able to, are willing to contribute. In the unlikely event that a student has to be removed from the visit due to poor behaviour, we reserve the right not to refund the voluntary contribution associated with this visit.

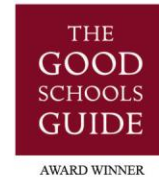
Details of the trip are attached. All students will require a valid passport and an EHIC Card – this is obtainable free of charge at this website

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





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Criteria for participation

Places for this programme are strictly limited to a maximum of 15 year 13 students.

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

- study an 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 we are only asking for a first deposit of £150 to secure our flights at the lowest possible price and qualify for early booking discounts, in order to keep the price as low as possible.

If you would like your child to participate, please return the form to Mr Whitehead or Mrs Valentine as soon as possible; **a deposit of £150 should be paid online.** **Places are strictly limited to 15. We request you send in the deposit NO LATER THAN MONDAY 16th APRIL 2018.**

Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website at <https://sackville.w-sussex.sch.uk/parents/school-trip-insurance/>.

Peanuts or peanut related products are not allowed to be taken on any school visit.

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

Yours sincerely

Mr D Whitehead
Head of Sixth Form

Mrs H Valentine
Deputy Head of Sixth Form





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Dates: Saturday 12th – Friday 18th January 2019

The cost of the trip includes:

Transport: Return flight to Hamburg

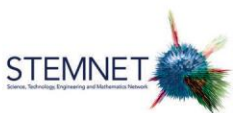
All transport on Hamburg underground, buses, coach and boats included, plus cost of coach hire. Inter City train fare to Berlin also included

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 16th APRIL 2018

Year 13 Work Experience to Hamburg and Berlin, Germany: 12th – 18th January 2019

Name of student Form

I would like my child to participate in the work experience programme in Germany in January 2019.

I have paid a deposit of £150 online.

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

