



Tuesday, 02 October 2018

Dear Parent/Guardian

Berlin Trip February 2019 - 15th to 18th February

We are proposing to take a group of sixth form History students to Berlin during the spring half-term next year. This trip is not compulsory and I would like to reassure parents that students will be able to achieve top marks without taking part. However, it will enhance their understanding of modern German and Russian history, which all students will cover in their A level examinations. It also has a wider cultural and educational purpose and should be an enjoyable experience. The maximum number of participants that we will be able to take is 40 and the party will include students from both year 12 and year 13 as this trip is usually run every other year.

During the trip we plan to visit sites such as Potsdam, the Reichstag, the Sachsenhausen concentration camp and Checkpoint Charlie. The **cost of the trip will be £522pp** (subject to all places being filled). This covers coach transport to and from the airport in both the UK and Germany, flights to Berlin, three nights' half-board accommodation in shared rooms, public transport costs, venue entrance fees, and insurance. Students will need to bring money to pay for their lunches and any additional spending such as souvenirs. For last year's trip, students generally found that £30 for lunches and £20 for extras was sufficient.

If you would like your son/daughter to take part in this trip, please can you complete **the online booking form and a code of conduct form via the links below by 9:00am on Monday 8th October**. We will also need a copy of the **photo page of your son/daughter's passport**, which can either be put in the Finance box in student reception or emailed to the Vicky Marriott of the Finance office on vmarriott@judd.kent.sch.uk.

Booking form: <https://goo.gl/forms/iUHplgYI3O6AtpC3>

Code of conduct form: <https://goo.gl/forms/ydhHzNEyhFXqbfvO2>

In the event that the trip is oversubscribed, as has happened in the past, the school will operate its policy of allocating places by random selection from all responses received by the deadline using an Excel function and everyone else will be put on a reserve list on the same basis. Parents will be notified whether their son/daughter has a place by email on Tuesday 9th October and those who are on the reserve list will also be notified on the same day. Unfortunately, we are not able to take a larger group for a number of reasons.

If your son/daughter is allocated a place, a **non-refundable deposit of £150** will be payable via Joinos **by 9:00am on Monday 15th October** and two further instalments will be due as follows:

Second instalment	£187	Friday 9 th November
Balance	£185	Friday 7 th December

The school is keen that no pupil should be excluded from this opportunity for financial reasons. To this end, the school may be able to offer financial assistance from the Lawrence Atwell Fund and applications should be made in confidence to the School Business Manager, Clare Morey, by email in the first instance to clare.morey@judd.kent.sch.uk .

As a result of the changes to data protection rules following the introduction of the General Data Protection Regulations, I would advise that personal data regarding your son/daughter (passport, dietary and relevant medical information) will be passed to the tour company, Galloway School Tours, and to the respective airline and hotel. By paying the deposit, you are giving the school explicit permission to share this data with the relevant suppliers as it is a necessity for the safe organisation of the trip and we are contractually bound to do so. Consequently, failure to agree will unfortunately mean that your son/daughter is unable to go. If you have any concerns about this or would like to know more information, please contact Mrs Morey on the above email.

If you have any questions about the trip please do not hesitate to contact me. Any queries concerning Joinos or payment should be addressed to Vicky Marriott (tel: 01732 373564, email: vmarriott@judd.kent.sch.uk).

Yours sincerely,

Miss K Hoyer
Head of History
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