

October 2023

Dear Parent/Carer,

5 Day Trip to Berlin

Thank you for your consent form and deposit of £150 for the trip to Berlin. I can now confirm that your child has a place on the trip, which will take place from Tuesday 9th July to Saturday 13th July 2024, and that 49 pupils from years 10 and 12 will be staying with myself, Mrs Garvey and three other members of staff in the Generator Hotel at Alexanderplatz in the centre of Berlin. The hotel meets all our safety requirements and has very good facilities.

The itinerary is still being decided but it is likely to be:

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| Tuesday | Very early departure from Rayleigh Station by coach to Heathrow for a 5.40am check-in. An afternoon of sightseeing in Berlin: Brandenburger Tor and Bundestag. 3-hour evening tour of Berlin by coach with a visit to the Eastside Gallery. |
| Wednesday | Full day coach excursion to the Olympic Stadium/Wannsee and Sachsenhausen concentration camp. |
| Thursday | Visit to Stasi Prison, Hohenschonhausen Memorial guided tour with English-speaking guide. |
| Friday | Bernauerstrasse and the site of the Berlin wall and visit to the Berlin TV Tower. |
| Saturday | Topography of Terror, Checkpoint Charlie, Memorial to the Murdered Jews, Ritter Sport Chocolate shop followed by shopping at Potsdamer Platz and the Mall of Berlin. Late flight home landing at 20.55pm. Return from Heathrow by coach to Rayleigh Station. |

The payment schedule for the trip is as follows:

- 2nd payment of £200 by 20th November 2023
- 3rd payment of £200 by 27th January 2024
- 4th Payment of £200 by 27th February 2024
- 5th Final payment of £185 by 27th March 2024

In order to fulfil payments in line with the schedule above, you may wish to make smaller, more regular payments or larger payments before the dates stated. This can be managed via your ScoPay account.

ScoPay is now the preferred method of payment for all trips, visits and school activities. If you visit <https://www.scopay.com/login> you will see payment details. If you have mislaid your ScoPay login details please call Pupil Services. Should you still wish to pay by cash or cheque (cheques should be made payable to *Rayleigh Schools Trust*) please hand into Pupil Services. If you have any ScoPay queries regarding this trip, please contact Mrs A Twomey (atwomey@sweynepark.com).

So now is the time to start applying for passports if you do not yet have one! All passports will need an expiry date of a minimum of six months after the scheduled dates of the trip, i.e. 14 January 2025. Any pupil with a passport expiry date before this time will need to renew their passport before they travel. For those applying for a new passport, please supply new details as per the Consent Form by 1st March 2024. Please could you also obtain a GHIC card for your son/daughter? This can be obtained free of charge from the NHS website.

I will send out a third letter in March with exact departure times and return times to school, and I would also like to invite you to a meeting for parents at 6.00pm on Monday 20th May 2024 in the Drama & Media Block. Here you will receive important information about the trip, a more detailed itinerary, a packing list and you will have the opportunity to ask any questions you may have. Please bring your child's passport and GHIC card to this meeting so that I can check the number and expiry dates. Please could you also bring an envelope containing a 20 Euro note with your child's name on it. This will act as a damage deposit and, assuming there are no damages to the hotel room, it will be given to your child upon check-out of the hotel to spend on lunch on the last day. I look forward to meeting you on 20th May.

In the meantime, please do not hesitate to contact me if you have any queries regarding the trip (gwadie@sweynepark.com).

Yours Sincerely,

G Wadie