



11 January 2018

Dear Parents/Carers

Year 9 History Trip to Berlin - Friday 29 June – Sunday 1 July 2018

As part of the GCSE History course, students will study Nazi Germany and to compliment this unit of the course, we are pleased to offer a trip to Berlin, Germany. As part of this excursion students will have the opportunity to undertake a Third Reich Tour which focuses on Hitler's consolidation of power. Students will also visit the former Gestapo Headquarters and a factory which provided work and sanctuary for Jews.

The trip is open to all students in Year 9 who study GCSE History and wish to develop their understanding of Nazi Germany.

The total cost of this trip is **£444**, which includes the students' coach transfers, return flights from Gatwick, accommodation and entries to all sites we will be visiting. Their food will be provided on a half board basis, which includes breakfast and evening dinner. We will be departing from school very early on the Friday morning and returning to school on the Sunday afternoon. We will be travelling by coach to Gatwick and will then fly to Berlin.

There are **40 places available** on this trip and they will be allocated on a first come first served basis (**on payment of deposit via sQuid**), with class behaviour taken into consideration. If you would like your child to go on this trip, there is a **non-refundable deposit of £100**, to be paid using our on-line e-payment system, with your existing sQuid account, through the new sQuid portal (<https://portal.squidcard.com/>). You will be able to do this **from 6pm on Sunday 28 January 2018** (closing date is Thursday 1 February 2018). Please return the attached permission slip to the **Finance Office** once payment is made. For your information, the remaining payment dates are listed below. Please note that all payments can be made at any time but each one **must** be paid by the date stated:

Payment Required	To Be Paid By
£100 deposit (non refundable)	28 January 2018
£122	28 February 2018
£122	28 March 2018
£100	28 April 2018

Please note that due to the nature of this trip, we are unable to refund the cost of the trip, if your child is unable to go. Your child must hold a valid passport and EHIC (European Health Insurance Card) to be able to attend this trip.

If you would like any further information about this particular trip or have any questions, please do not hesitate to contact either myself or Mrs Feetham, Trip Administrator, via the main office on 01628 629415, or by email on enquiries@coxgreen.com.

Yours sincerely

Mrs R Gibbons
Teacher of History / Trip Leader

Please note:

- Places on all trips are subject to the school Behaviour Policy. Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.
- Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.
- If the trip is cancelled due to uncontrollable circumstances i.e. weather, Foreign/Home Office guidance, the refunding of costs will be subject to insurance cover.
- If your child is, or has ever been in receipt of free school meals, then you may be eligible for assistance with the costs of this trip, from the school's Pupil Premium funding. To make a request for assistance please contact the Finance Office via email: finance@coxgreen.com or in writing to the school; including your child's name and form, stating that they are, or have been in receipt of free school meals. The Pupil Premium funding is to be used for educational purposes only.
- Please note that Pupil Premium support for this trip is limited to 10% of the total cost of the trip and all requests should be made by 12 noon on Wednesday 17 January 2018.
- This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.

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PERMISSION SLIP

Year 9 History Trip to Berlin - Friday 29 June – Sunday 1 July 2018

Student: _____ Form: _____

- I would like my child to attend the Berlin Trip on 29 June – 1 July 2018
- I have paid £100 deposit (*non-refundable*) via my child's sQuid account
- I note the remaining payment amounts, and dates they are to be paid by
- My child has a valid passport and EHIC to be able to travel on these dates
- My child's 2017/18 Offsite Activity Form (OA4) has been returned to school and is up to date

Signed (Parent/Carer): _____ Date: _____

Print Name: _____

Please return your permission slip to the Finance Office by Friday 2 February 2018.

Failure to return this permission slip will result in your child not attending this trip.