

MAA/avt
5 May 2017

Dear Parent(s) / Carer(s)

Trip No: 4792 - Optional Residential Overseas Trip During Term Time to Berlin from 18th – 20th September 2017 – Current Year 12 (Named Students Only)

The Computer Science and Media Department is pleased to offer Year 12 Computer Science and Media Studies students at The John Warner School the opportunity to take part in a three day residential trip to Berlin, traveling by Air on Monday, 18th – Wednesday, 20th September. The trip will provide students with the opportunity to develop and build on their Computer Science and Media knowledge and for students to visit to one of Europe's biggest computer science museum. There will also be opportunities for sightseeing and enjoying the culture and cuisine.

The trip includes the following:

- Computer Spiele Museum
- Game Science Centre
- Flight route: London to Berlin excluding checked baggage (Price of the flight may change)
- Travel insurance
- ATOL bonded to ensure complete financial security

The cost of the trip is £ **£501.00** which will be split into three payments of **£167.00**. The dates that we would require these would be:

- **First Payment:** 12th May along with passport copies as needed to book on the flights. No passport no flight booked for them
- **Second Payment:** 8th June
- **Last Payment:** 5th July

It is very important that payment scheduled is adhered for the trip to go ahead without any hurdles.

Note: The cost of the trip may increase due to flight price changes.

As this trip is overseas, all pupils will need their own up-to-date passport¹ and EHIC Card (www.ehic.org.uk) which we will require a copy of in advance.

If you would like your child to go on this optional trip you are invited to make a voluntary contribution of £501.00 which will cover the cost of this visit. We must inform you that as the school could not bear the cost of the visit, the visit will not take place unless parents who are able

¹ Some countries have an immigration requirement for a passport to remain valid for a minimum period (usually at least six months) beyond the date of entry to the country. Therefore please can you ensure your passport is in good condition and valid for at least 6 months at the date of your return. This is a requirement of the country concerned, not the UK Passport Service. Any questions should be addressed to their Consulate or Embassy.

to pay are willing to contribute. If you are unable to contribute, you are invited to contact the Assistant Head: Director of Finance & Resources.

Please complete the [consent and payment form](#) on our school website or return the slip attached to this letter indicating your preferred method of payment. Please note that all trips will be allocated on a first-come, first-serve basis, places will not be confirmed until your payment is received, therefore we recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. You will be liable for all costs incurred by the school up to the point of cancellation.

Please be aware that the school reserve the right to refuse a place on this trip for any pupil whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Sally Pringle on 07938 225451 or Mr Oliver Price on 07925019743.

Yours faithfully

Mr A Mian
Teacher of Computing

Mrs S Pringle
Assistant Head: Director of Finance &
Resources

Encl.

Reply Slip

Trip No: 4792 - Optional Residential Overseas Trip During Term Time to Berlin from 18th – 20th September 2017 – Current Year 12 (Named Students Only) (MAA)

If you wish to complete this reply slip electronically, then please complete the [consent and payment form](#) on the school's website.

Student's Name: _____

Form: _____ Date of Birth: _____

Does your child suffer from any medical conditions? Yes No

Will this medical condition affect them taking part in the activities? Yes No

If yes, please give details including treatment that they currently receive for this/these medical conditions: _____

Enter any known allergies to drugs, medicines or food and/or special dietary requirements: _____

Has your child been immunised against tetanus? Yes No

Please provide us with two emergency contact numbers:

Number: _____ Relationship to Student: _____

Number: _____ Relationship to Student: _____

For overseas visits only, please confirm that you have included:

Copy of Passport included Yes No

Copy EHIC included Yes No

Declaration

I agree to my child taking part in the above mentioned visit and to their participation in the activities to be undertaken during the day. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate in this visit. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

Payment Method – £167 (first payment)

<input type="checkbox"/> Wisepay ¹ Preferred payment method	<input type="checkbox"/> Cheque ² Cheques payable to The John Warner School	<input type="checkbox"/> Cash ²
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¹ If Wise Pay is showing that the trip is full, please contact the Finance department in the first instance. If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please contact the Finance Department.

² If paying by cash or cheque, please put your payment in an envelope which should be labelled with the name of the trip, your child's name, form and the amount enclosed. We would appreciate your cooperation by requesting that your child places the response slip in the trips box, which is located at Student Services.

All outstanding payments must be with the school a minimum of four weeks prior to the start date of the trip unless an earlier payment date is stated on the original letter.

Signed: _____ **Date:** _____
Parent / Carer