



23 September 2025

Dear Families

GCSE and A-Level Spanish Trip to Madrid

It was fantastic to see so many of you at the information evening on Thursday 11 September. Those families who were unable to attend should have received a copy of the slides and the packing list. However, if for any reason you have not received this information, please do let me know and I will arrange for these to be sent to you as soon as possible – sfrancis@sackvilleschool.org.uk.

I am writing to you today to reiterate some of the expectations and information shared at the evening, and also to remind you of some of the key information ahead of our departure to ensure that - with three weeks to go - we are able to take full advantage of what I am sure will be an excellent experience for our Year 11 and Year 13 Hispanists.

Departure and Arrival Times

We are asking all students to arrive at school - between 4.40am and 4.45am on Sunday 12 October 2025. This will enable us to leave for Heathrow by 5.00am. We will be leaving from the bus stop on Lewes Road. We kindly request parents do not park in this bus stop or indeed along Lewes Road, as this may delay our departure. Please consider car sharing wherever possible, saying your 'adiós' before leaving the car, and be mindful of our neighbours at this early hour.

Passports and GHIC Cards

Thank you to those families who have already completed the form - this information will be sent to our tour company by the end of the week, so please may I ask that this information is completed for all students by 3.00pm Thursday 25 September. Furthermore, to enable a final check, allow staff to take copies in the event of a lost passport, and to ensure the smoothest possible departure on Sunday, we are asking all students to bring their passports and GHIC cards to Mr Francis between Monday 6 and Friday 10 October. These will be securely stored in school and handed to students on the coach, before we arrive at Heathrow on Sunday morning. Where possible, please provide these in a labelled bag/envelope.

Expectations, Mobile Phones, Money and EES

We expect the highest standards of behaviour for students on the trip, particularly in the accommodation, which is a popular base for both tourists and Spanish primary schools. As mentioned at the information evening, students' phones will be switched off and handed to their group leader overnight for safeguarding reasons. We recommend an absolute maximum of 100€ spending money for the duration of the visit. Finally, we would like to remind you that the new [Schengen EES System](#) comes into operation on our day of departure. We want to reassure you that we will accompany and support students through the process of having their biometrics taken on arrival - without which - they will not be able to enter Spain.

We are thoroughly excited for the trip, and hope that our students are too.

Yours sincerely

Mr Sam Francis
Curriculum Team Leader of Languages