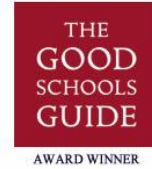




Headteacher: Mr J Grant
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March 2019

Dear Parent/Carer

Year 12 and 13 Work Experience trip to Hamburg and Berlin, Germany 11th – 17th January 2020

We would like to encourage your son/daughter to apply for a place on our international work experience programme that takes place for one week in January 2020 in Germany. We have a long established partnership with a vocational college in Hamburg. The college offers us unique opportunities to undertake work shadowing for one week in various placement settings. This has many benefits and has value for students moving on to higher education or employment. It is viewed very positively by higher education institutions and by prospective employers and will enhance UCAS applications and future employment applications.

Itinerary and work placement details

The students will follow a full and exciting itinerary. On the Saturday and Sunday, there will be a day visit to Berlin and a sightseeing tour of Hamburg. On the Monday – Friday, students will undertake work placements relevant to their chosen subjects of study. Last year, students were placed in kindergartens, hotels and businesses.

The programme is coordinated by Mrs Valentine and the sixth form team - students will be supervised throughout the week by Sackville staff. Students do *not* need to speak German to take part on this trip.

Accommodation

We have booked a hotel in the regenerated harbour area of the city. The hotel is part of a chain and can be viewed online at this address: <https://www.meininger-hotels.com/de/hotels/hamburg/>
MEININGER Hotel Hamburg City Centre, Goetheallee 11, 22765 Hamburg Tel: +49 (0) 40 2846 4388

Travel details and cost of trip

Travel will be by air from either Gatwick or Heathrow. We anticipate the overall charge to the student to be in the region of – and not exceeding - £525, although the total cost has yet to be finalised. (This money can be paid in instalments). Included in the cost are return airfares, all transport within Hamburg, a day trip to Berlin via intercity train, all entrance fees, bed and breakfast accommodation and some meals. It is worth noting this trip is heavily subsidised by a British Council grant we have for collaborative work.

All students will require a valid passport, which must have 6 months before expiry from date of travel, and an EHIC Card – this is obtainable free of charge at this website

www.dh.gov.uk/PolicyandGuidance/HealthAdviceforTravellers/fs/en

Criteria for participation

Places for this programme are strictly limited to a maximum of 13 year 12 & 13 students.

To participate on this trip, students must fulfil these entrance requirements:

- study an A level or Btec level 3 in any subject in years 12 & 13
- be up to date with all studies
- good record of attendance and behaviour at school



At this stage we are only asking for a deposit of £150 to secure our flights at the lowest possible price and qualify for early booking discounts to keep the price as low as possible.

If you would like your son/daughter to participate, please return the form to Mrs Valentine as soon as possible, enclosing a **deposit of £150**. **Places are strictly limited to 13. We request you send in a deposit NO LATER THAN Wednesday 24th APRIL 2019.**

Should you require further information, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'HJ Valentine', with a stylized flourish at the end.

Mrs H Valentine
Deputy Head of Sixth Form

SUMMARY:

Dates: Saturday 11th – Friday 17th January 2020

The cost of the trip includes:

Transport

Return flight to Hamburg

All transport on Hamburg underground, buses, coach and boats included, plus cost of coach hire. Inter City train fare to Berlin also included.

Visits

All costs of visits and workshops.

Accommodation

Bed and breakfast in the Meininger Hotel in central Hamburg, plus hire of study rooms in the hotel. All rooms have en-suite facilities.

Food

Lunch and evening meal on at least three days. Evening meals to be taken in restaurants, at a cost of approximately 10 Euros per student.



REPLY SLIP

To: Mrs H Valentine

PLEASE RETURN NO LATER THAN WEDNESDAY 24th APRIL 2019

Year 12/13 Work Experience to Hamburg and Berlin, Germany: 11th – 17th January 2020

Name of student Form

I would like my child to participate in the work experience programme in Germany in January 2020. I have paid a deposit of £150 online. I enclose a copy of my child's EHIC card and a copy of the back page of their passport. (This can alternatively be scanned and sent via email to jplumb@sackvilleschool.org.uk)

Parent/Carer (please sign)

Parent/Carer (please print)

Date