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May 2017

Dear Parent/Carer

**Educational Work Experience Visit to Hamburg, Germany
Saturday 13th January – Friday 19th January 2018 (Year 13)**

Thank you for forwarding the initial deposit of £140 which has secured your child's place on our vocational German and Business Studies trip to Hamburg and Berlin. Our flights have now been booked.

Payment schedule and flights

The second payment of £175 is due shortly. Please could you note the following payment schedule.

Monday 5th June 2017: £175
Friday 29th September 2017: £200

The final price is £515. To secure early booking discounts for activities, we need to make some firm arrangements for visits and trips whilst in Germany through our travel company. Without further payment, I am unable to proceed with firm bookings.

Flight details

The flights have now been booked. We fly out from Heathrow on a BA flight and return to Gatwick with Easyjet. The trip will therefore start at Sackville, where we will provide minibus transport to Heathrow and finish at Gatwick, where you will be able to collect your child. Timings will be forwarded to you nearer the departure date.

Meeting for parents and students

Please note there will be a meeting for parents and students on **Tuesday 28th November at 5pm** in the main hall. We would like you to make every effort to attend as vital information is given at this meeting.

Passport and EHIC

Please ensure your child has a valid passport as well as a valid EHIC.

Thank you for your help and understanding.

Yours sincerely

Mrs H Valentine
Deputy Head of Sixth Form

