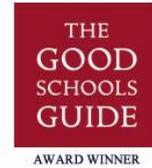




Headteacher: Mr J Grant
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November 2018

Dear Parent/Carer

Visit to Aachen/Cologne

Itinerary

The itinerary for the trip is now finalised and is attached. Precise times are to be confirmed and subject to change but we are due to depart from school at 7am on **Saturday 15th December** and return to school around 5pm on **Wednesday 19th December**. We will be spending a day in Aachen, visiting the Christmas markets there and shopping in and around the old town. We have also booked a day at the *Phantasieland* theme park and will spend a further day in Cologne, learning how chocolate is made (including sampling a chocolate fountain!) at the chocolate museum, visiting various Christmas markets, the cathedral and possibly going ice skating.

Passports and EHIC cards

If your child's passport was not brought along to the meeting, please bring it into school as soon as possible for storage in the school safe to ensure we have it before the day of travel. Please also double check that the passport has not expired.

Whilst all students are fully insured we do require that they have a valid EHIC card. Can this too be brought into school as soon as possible. You can apply online via:
www.nhs.uk/NHSEngland/Healthcareabroad

There are 31 students and 4 staff participating in the trip. I have attached further notes for your information and thank you in advance for reading them through. Any such letter will not be exhaustive so please do not hesitate to contact me with any further questions.

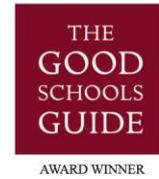
Yours sincerely

Mr Tim Leahy
Trip Leader
tleahy@sackvilleschool.org.uk





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What to take

School uniform is not required. The average temperature in Cologne in December is about 2-3°, so students should take warm clothing, a waterproof jacket, suitable footwear for wet weather and a fair amount of walking, suitable nightwear, a towel, soap and a wash bag. Trainers may be useful: there are recreational areas at the centre so there may be opportunities for games – time and weather permitting.

Students will only be allowed 2 bags, one to be stored in the hold while travelling and a small 'hand luggage' bag to take onto the coach. Bags stored in the hold cannot be accessed until we arrive at the hotel in Aachen. Cameras and mobile phones may be brought, but remain the responsibility of the child. Any expensive items (iPod etc) should be left at home. Lost items are unlikely to be covered by insurance.

Eating Arrangements

If you have not informed me already, please pass to me in writing any special dietary requirements that your child may have. Please note that we cannot ensure that preferences are met. Students with any dietary allergies should consult a member of staff before consuming any items about which they are unsure. At the hotel, it is expected that all students attend breakfast and dinner at the time specified and behave in a manner appropriate to that situation. It is likely to be a self-service canteen facility with a choice of food. The highest standards of behaviour are expected at meal times at the hotel, all the more so as we may be sharing with other schools.

The first meal provided is dinner on the Saturday evening and the last is a packed lunch for travel on Wednesday. Lunch money or picnic lunches will be provided on each of the excursions on the Sunday, Monday and Tuesday. However, students should bring a packed lunch for the outward journey.

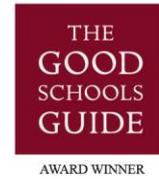
Safety

1. **Travel.** We will be travelling by coach and shuttle. Seat belts **MUST** be worn at all times on the coach.
2. **Campus.** Students must remain in their rooms once told to do so at night. Behaviour around the campus must be of the highest standard, in particular no running or loud behaviour inside or outside the buildings.
3. **Staff Supervision.** The visits will be carried out in supervised groups. However, students will be given periods of free time to explore eg around the markets and to go around *Phantasia*land. During such times, the whereabouts of a member of staff will always be known to students and they will have contact numbers with them at all times. Students will be required to be in groups of a minimum of three at all times.
4. **Visits.** The cathedral in Cologne is a religious building and silence will be required when visiting. Equally, we will be expected to be extremely respectful when going round the other places we are visiting.





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- Inappropriate Purchases.** The following items are either illegal or represent a risk to students. They are not to be bought on the trip or purchased at any point: knives, flick-knives, flick-combs, guns (replica or real), bangers, fireworks, matches, lighters, tobacco, alcohol and laser pens. Any such items discovered by teachers will be confiscated and not returned. Students may not buy any of these items as presents for adults either. This list is not exhaustive so if students are in any doubt about the appropriateness of any purchase, they should consult with a teacher first.
- Behaviour.** We want enjoyment to be a focus of this trip, but be good fun in the right way. Students are required to interact politely with all other students, staff and members of the public. They must follow staff instructions without question, conform to the standards of behaviour set in school and follow all rules set out for the trip. Failure to do so may result in loss of any privileges on the trip and exclusion from further school trips.
- Money.** All currency for use in Germany must be changed into Euros before the trip, as access to facilities will be limited. Students may wish to buy souvenirs, presents, a drink and some snacks on the journey to and from Germany. The amount is at parents' discretion. Please note that the excess on our insurance policy means that any money lost by students will not be recoverable.

Learning

This is an educational visit and will require that students complete a study booklet. This will enhance their experience. The trip has a full itinerary comprising many of the main tourist sites and so classroom time will be limited. It is expected that after dinner each evening time may be allocated to explanation and completion of the tasks in the study booklet and free time will be dependent upon this being done properly.

Accommodation:

Jugendherberge Aachen
Euregionales Jugendgästehaus
Maria-Theresia-Allee 260
52074 Aachen

<http://www.jugendherberge.de/en/youth-hostels/Aachen434/Portrait>

Rooms

All rooms are en suite and will be organised as soon as we have the rooming details from the youth hostel (at the beginning of December).

Staffing

Mr T Leahy – trip leader
Mrs G Bellière – Foreign Language Assistant
Ms Katie Offler – PE teacher
Ms Hayley Garrison – First Aider

Emergency contact

Mr J Keeble 07801 480 762

