



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

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13 September 2023

Dear Parents/Carers

Trip to Berlin, Germany

Tuesday 13 February 2023 to Friday 16 February 2023

The best way to learn a language is in the country! With this in mind, we are proud to be able to offer students of German the chance to visit some of the cultural highlights of Berlin. The trip will boost the students' language confidence as well as broaden their awareness of international issues. They will have the chance to really use their German in "real-life" situations.

The trip will include the following:

- Flights with scheduled airlines and all applicable flight taxes
- Coach to and from the UK airport
- Transport within country
- Full Travel Insurance Cover (exclusions may apply)
- 3 nights **half** board accommodation based on multi-bedded rooms – students will **not** be roomed in mixed sex dormitories
- Evening meals provided in the accommodation
- Evening entertainment including transport
- Excursions around Berlin

The **total cost of the trip is a provisional £750** (with prices being correct at the time of print). With the current fluctuations in prices and fuel, there may be some slight changes in cost. Places will be limited to 30 students, but we will run a reserve list if necessary. Students will need an exemplary behaviour record.

Payment Schedule

£250	by 29 September	Deposit/Request for a Place
£250	by 30 October	2 nd instalment
£250	by 04 December	3 rd instalment

Accommodation and travel details	
Day 1 Flight from Luton (times tbc) Accommodation: A&O Berlin Mitte Youth Hostel. Afternoon: Visit Brandenburg Gate, Holocaust Memorial and Reichstag (Parliament). Evening: Dinner, unpack and relax.	Day 2 Morning: Visit the DDR East German museum and Kaiser Wilhelm Gedächtnis Kirche. Lunch and shopping on Kurfürstendamm – as a group Afternoon: Potsdamer Platz – Topography of Terror, Checkpoint Charlie, Ritter Sport Chocolate shop. Evening: Mini Golf. Dinner at hostel.
Day 3 Morning: Berlin Wall Memorial (East Side Gallerie). Lunch at Alexanderplatz. Afternoon: Visit the TV Tower and Palace of Tears Evening: Gamestate Arcade. Dinner at hostel.	Day 4 Check out of hostel. Morning: Deutsche Technik Museum & shopping Lunch at Alexanderplatz as a group Afternoon: Return flight (times tbc)

Students will need to hold a **valid passport** in their own name with an expiry date of at least August 2024 or later. Currently the COVID vaccination requirements state that all restrictions on entry to Germany have been lifted and there is no requirement to show vaccine status. Students will also need a **free** NHS GHIC to help with any medical issues. This can be obtained on the NHS website [click here](#) for more details.

If you would like your son/daughter to go on this trip, please pay the deposit on Arbor School Shop by **29th September 2023** to request a place/make a commitment for your child to go on the trip. Once places are finalised, the instalment payments will be added to Arbor for payment as per the above payment schedule.

We require copies of the following documents in a named envelope to the school office or via e-mail to reception@brookvalegroby.com by **Friday 29th September 2023**:

1. A photocopy of your child's personal, valid and up-to-date passport - this must be valid for up to 3 months after the travel date of Tuesday 13th February 2024
2. A photocopy of their valid EHIC (European Health Insurance card) or GHIC (Global Health Insurance Card)
3. The completed medical form.

These documents need to be scanned, photocopied or photographed in order to provide the correct details to the travel company and confirm the flights.

Behaviour thresholds before being accepted onto the trip

As you will appreciate that on a residential trip like this, so far away from home, the staff will be concerned about behaviour and supervision. It would be wrong to put staff into a position where they have to deal with serious cases of bad and challenging behaviour. With this in mind the campus will NOT allow any students with a C2, excessive C1s, behaviour points above 10 (at the time of the trip), an exclusion or poor attendance (below 90% unless medical evidence is provided) to attend the trip. This will be closely monitored and we reserve the right to withdraw a place at any time.

I am sure you will understand the necessity for this approach and support the campus in doing so. Please discuss this with your child so you are all fully aware of the actions we will be taking if necessary.

Yours faithfully

Amelia Ainsworth

Assistant Curriculum Leader for MFL/Trip Leader

Payment Information - Any and all refunds are at the discretion of BGLC, dependant on the circumstances for each case. In general:

This deposit is to show **commitment** to the trip and for us to ensure we have sufficient paying numbers.

Deposits will be **non-refundable** if the trip is successful and your child's place is confirmed, unless the place can be filled by another student or your child is not allocated a place.

Deposits will be returned in the event that the trip is over-subscribed and your child is not allocated a place, or if the trip has insufficient interest to run.

If you withdraw your child from the trip for any reason once their place is confirmed, full payment is still required and non-refundable unless the place can be filled by another full paying student. In certain circumstances, a refund may be possible but this may only be a percentage of the trip cost, excluding the deposit. There will be a point prior to departure when no refund will be possible as we are making the booking through a travel company. If your child receives Pupil Premium, they may be eligible for financial support. For more information please email Reception@brookvalegroby.com

Ongoing Arrangements

- Once places are confirmed as per the criteria, parents/carers will be notified by email.
- If this residential is over-subscribed, places will be allocated in line with the Educational Visits Policy. Preference will be given to those who have fewest behaviour points and those who have not attended a previous residential. Students who have had exclusions in the past 12 months are not eligible to apply for this trip.
- The initial deposit will be set up on Arbor as a School Shop Item. Ongoing instalments will be set up on Arbor once places have been confirmed and accepted. If you have a query about accessing Arbor please contact arbor@brookvalegroby.com
- Parents / carers and students will be invited to an evening meeting in school in the two weeks before the visit in order to outline specific details, provide passports and meet with staff involved.