



## BERLIN History Tour Yr 10

**Date: Weds 14<sup>th</sup> -Sat 17<sup>th</sup> May 2025**

Dear Parent/Carer,

The History Department is planning to run an educational trip to Berlin to support the KS4 History curriculum and enrich the learning experience for our students. We feel that actually seeing the areas that students are learning about will be a worthwhile and moving experience for them. The study themes covered will be Berlin 1918 to 1945, the Cold War and Germany's reunification. We will visit the Sachsenhausen Concentration Camp, the Berlin Wall Memorial and GDR Museum as well as taking part in tours of Berlin Tempelhof Airport, the Olympic Stadium and many more. It should be noted that although the trip will be a highly valuable experience, students who do not attend will not be hampered in their curriculum studies.

The three night, four-day trip will **cost approximately £850-£880 per student**, dependent on numbers and flight availability. The cost includes coach transfers to Heathrow, air travel, full board accommodation, excursions, administration and insurance (please note that personal items such as mobile phones and cameras are not covered on the school's insurance policy). These costs, in accordance with the Governors' policy on charging for trips, must be met by voluntary contributions.

**To secure your son/daughter's place on this trip, please submit your permission below no later than 9<sup>th</sup> December. We will also require a £100 deposit to be paid via ParentPay no later than 9<sup>th</sup> December 2025.** We would like to apologise for the early deposit date which is unfortunately necessary to secure the flight bookings. Please note that we can only book spaces for students whose permission and deposit have been received by the deadline. The deadline cannot be extended. If we have any opportunity to add further students on after the deadline, the price for the additional students may be higher if we cannot get flights at the same airfare.

Further instalments are due as follows:

2<sup>nd</sup> instalment: £260 due by 31<sup>st</sup> January 2025

3<sup>rd</sup> instalment: £260 due by 28<sup>th</sup> February 2025

Final balance TBC (approx. £260) due by 31<sup>st</sup> March 2025

Please note that if this trip is oversubscribed, places will be allocated by way of a random draw. Deposits paid for students who are not allocated a space will be refunded. If minimum trip numbers are not met, this trip will not go ahead and deposits will be fully refunded.

In accordance with the Governors' policy on charging, the cost of this trip must be met by voluntary contributions. We do not want cost to be a barrier. We work closely with James Marshall foundation who can provide a contribution towards the cost for students with a low family income, living in Harpenden, Wheathampstead, Kimpton, Redbourn, Flamstead and Markyate. You can apply online for a funding grant by clicking here:

<https://www.jamesmarshallfoundation.co.uk/apply-for-funding.html>. Please note that this is not a standard trip that the foundation would offer grants for, but they will consider funding on a case by case basis.

If you live outside of these areas and need funding for this trip, or would like to discuss a payment plan, please contact Miss Manton in the finance office ([finance@roundwoodpark.co.uk](mailto:finance@roundwoodpark.co.uk)) no later than Friday 6<sup>th</sup> December 2024.

### **Entry requirements**

Your son/daughter must have a passport, which must be less than 10 years old and valid for a minimum of 3 months beyond the dates of travel. It is your responsibility to ensure that your child has the correct documentation for travel and to obtain a visa if required if they hold a foreign passport. They will also need to have a valid EHIC or GHIC card. GHIC cards are issued free of charge. To apply, click here: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

### **SEND Support for this trip**

If your child has additional needs and you are concerned about their attendance on this trip, then please get in touch with Mrs Hall at the earliest convenience. We are fully committed to ensuring that all of our students can participate in trips, regardless of their individual circumstances and will provide support and reasonable adjustments as required, to make this possible.

Please note that if your son/daughter secures a place but then decides to withdraw from the trip, you must notify us immediately in writing as you will be liable for any cancellation costs incurred.

The school reserves the right to withdraw from a trip any student whose ability to maintain the high reputation of Roundwood Park School could be in doubt. If any student's behavioural record at school proves inconsistent with the safe running of the trip; for the safety of the child, other students or staff in relation to everyone's safety and well-being. This would apply especially when a student's conduct and conduct choices are unpredictable - when a student cannot be trusted to be in the right place, at the right time, doing the right thing. If a student is removed from the trip by the school, and we are unable to find a replacement, the school will only be liable to refund half of the monies paid, that are not recoverable from the supplier. If the school is concerned about a student attending a trip or visit we would make this clear to the parent and student as early as possible, after they have shown an initial interest.

Please do not hesitate to contact the trip leader Mrs Upton or myself if you require any further information.

Kind Regards

Miss Cara Manton  
Residential Trips Coordinator/ Finance Assistant