

16 November 2018

MC/JB

Dear Parent/Carer

German Language Visit to the Rhine and Moselle – 8- 12 March 2019

I am very pleased to inform you that this visit has received sufficient support to make it viable. The visit will, therefore, go ahead as outlined in my previous letter. However, students are reminded that we reserve the right to withdraw the offer of a place if their conduct within school suggests that they will present an unacceptable risk to either themselves or other participants.

This trip will now be loaded onto your ParentPay account when the non-refundable deposit of £50 will become due. The second payment of £100 must be made by Monday 3 December and the final payment of £200 is due by Friday 11 January.

May I take this opportunity to remind parents and carers that the students will be expected to travel on their own passports and sufficient time should be allowed to process an application if your son or daughter requires a passport. The process is now longer due to the requirement for the application process to include an interview. The application process is explained fully on the passport agency website:

<http://www.ips.gov.uk/passport/index.asp> .

I will write to you at a later date to confirm the details regarding travel arrangements and the programme of visits once they have been finalised. Prior to the visit, you and your son or daughter will be invited to attend an Information Evening where I will go through the specific details of the visit. This is a very important part of the preparation for a foreign visit and attendance is expected. I will cover our expectations with regard to conduct and outline our practices with regard to student safety. It is essential that all parties understand what is expected and that the students are very clear about what we expect of them on such visits. I will write to you again nearer the time to confirm the details of this Information Evening and I look forward to meeting you on that occasion. Should you have any queries in the meantime, please do not hesitate to contact me at school.

Yours sincerely



Mark Clare
Second in MFL