



# Haygrove School

Durleigh Road, Bridgwater, Somerset TA6 7HW  
Tel: 01278 455531 Fax: 01278 427972  
[www.haygroveschool.co.uk](http://www.haygroveschool.co.uk)  
Headteacher – Mrs K Canham, BA (Hons), MA



24 November 2017

Dear Parent

## BERLIN – MONDAY 9 – WEDNESDAY 11 JULY 2018

I am writing to parents of Year 10 students to give details of a proposed visit to Berlin on **Monday 9 – Wednesday 11 July 2018**. **The cost of the trip will be £473.00, based on 40 students with hold luggage.** The trip includes hotel accommodation, breakfasts, lunches and evening meals, return flights, coach transfers to and from the airports and travel as necessary for visits, entrance fees/tour guides and insurance. This is a History and DT trip in which the students studying history will visit Checkpoint Charlie, DDR Museum, the story of Berlin, the Berlin Wall Memorial, bunker and Alexanderplatz and the DT students will visit to BMW motorbike factory, Ottobock Science Centre and the Sony Centre. Please tick the relevant box for the history or DT trip.

Students entitled to FSM may also be eligible for further support, dependent upon individual circumstances and the specific learning needs identified by the school. Please contact finance before applying if you wish to enquire about additional funding.

All Year 10 students may sign up for the trip, but in the event of over-subscription priority will be given to those doing History and DT, and a draw of names will be made for the remaining places. Students will require a packed lunch for the outward journey, their own valid passport, and a European Health Insurance Card. Haygrove Staff will accompany the group.

If you wish your child to participate in the visit to Berlin please return the consent form below with a **non-refundable £250.00 deposit by Monday 11 December 2017**, (this will be returned if the required quota is not achieved). All places on this visit are subject to good attendance and behaviour and the head of year has the right to withdraw a student from a visit if this criteria is not met

**PLEASE NOTE:** Should a student cancel at any stage after the deposit has been paid, a cancellation charge to cover the cost of the flight will be payable.

**The final balance is required by Friday 23 March 2018 at the latest (and is non-refundable thereafter)**

Yours sincerely

Mrs C Phillips  
Head of History

---

## HAYGROVE SCHOOL : BERLIN – MONDAY 9 – WEDNESDAY 11 JULY 2018

Please return to the School Finance Office during morning registration by Monday 11 December 2017.

Child's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

History Trip

DT Trip

I wish my son/daughter to be allowed to take part in the above mentioned activity/visit and, having read the information sheet, agree to his/her taking part in any or all of the activities described. I understand that, while the establishment staff in charge of the party will take all reasonable care of the young people, they cannot necessarily be held responsible for any loss or damage suffered by my son/daughter during the activity/visit. All activities/visits are covered by public liability insurance and trips outside the County are usually covered by comprehensive travel insurance. Details of cover are available from the establishment on request.

I have read, understood and agree to the Declaration and Explanatory Notes on the reverse of the attached letter.

**I enclose £250.00 deposit to secure a place for my child on this trip.** Cash (exact amount please)/or cheque payable to 'Haygrove School' with your child's name, tutor group and 'Berlin' written on the back.

Signed \_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_

Please print name \_\_\_\_\_ Mr/Mrs/Ms/Miss



耀华国际教育学校  
Yew Wah International Education School



National Teaching School  
designated by  
 National College for  
Teaching & Leadership

**EXPLANATORY NOTES - This form serves several important functions.**

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It advises you that the Haygrove School Academy Trust will NOT necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
3. It contains information about your child together with your consent to medical treatment if required.
4. It gives the supervising staff immediate information on how to contact you in an emergency.
5. If this form is not returned your child will NOT be able to participate in the visit.
6. If you wish to discuss the contents, please contact our Educational Visit Coordinator, Mrs C Morgan at Haygrove School.
7. Data Protection. Haygrove School Academy Trust, as the data controller, will fulfil its data protection obligations by treating all personal data, held manually and on computerised administrative systems, with due care and confidentiality. Personal data will only be disclosed in accordance with the Data Protection Act 1998, and the purposes registered by Haygrove School Academy Trust. Data collected is used for registration and monitoring purposes, and emergency contact information.

**Declaration**

Having read the information sheet, I agree to my child taking part.

I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.

I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/activity. In such a situation, there will be no obligation on the school/establishment to refund any money.

I agree to my son/daughter receiving medication as I have instructed in this form and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

**Eligibility for Free School Meals**

Parents/carers who receive any of the following are entitled to free school meals:

- Income Support (IS)
- Employment Support Allowance (Income Related)
- Income-based Job Seekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999
- **Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190**

If you have recently become unemployed but are still receiving working Tax credits, you may be entitled to free school meals. please call Somerset County Council on 0845 345 9122 for advice. A full leaflet and application form are available from Somerset County Council: [www.somerset.gov.uk](http://www.somerset.gov.uk) and search on "claim free school meals"