

21 November 2019

Dear Parent

Berlin, Germany 2020

We have a great opportunity to visit Berlin to get more of an insight of our History topics. If you would like your son to be considered for the visit, then please complete the form attached and return with the required deposit to **Miss C French in zone 1**. This visit will take place Friday 8 May – Monday 11 May 2020.

Acceptance on the Trip and pre-visit review

Returning this form with the deposit does not guarantee your son a space on this visit. Places will be allocated on a first come first served basis and a reserve list will be made if required. We will also take into account your son's behaviour in school at the time the trip is authorised. If we feel, his behaviour may negatively affect the visit for him and other students, he will not be accepted on this visit and your deposit will be returned.

However, once we have banked your deposit and initially accepted your son on this visit the deposit will be non-refundable. We will continue to review the behaviour in school of the students on the visit and if we decide that their behaviour has deteriorated and we feel it would not be appropriate to take them on the visit then they will be removed from the visit and your deposit will **not be returned**.

The total cost of this trip **DOES NOT** include travel to the London airport and back, if you would prefer travel to be included this will incur a price increase.

Our sample and draft itinerary is below and this is subject to change based upon student numbers and uptake for the visit.

Draft Itinerary – Subject to Change

Day 1 Depart from London Gatwick (timing to be confirmed nearer the date) arriving at Berlin Brandenburg Airport, Coach Transfer to our hotel – Acama hotel & hostel Kreuzberg. Depending on time of arrival an excursion will take place. Lunch and Dinner provided at Hotel.

Day 2 Breakfast provided and then a 17 minute walk to Topography of Terror – a self-guided visit, this visit takes 1 hour, then explore the grounds around. Lunch and dinner provided at hotel.

Day 3 Breakfast provided and then a 40 minute walk to Tranenpalast Palace of tears - guided tour, this tour takes 1 hour, we also have the opportunity to visit Berlin dungeons, this includes live actor shows storytelling, exciting rides and state of the art special effects. Lunch and dinner at hotel

Day 4 Breakfast provided and then depart to Berlin Brandenburg Airport via coach transfer to fly back to London Gatwick.

Passport

All students will be required to hold a British passport for the travel dates and ensure that there is at least 6 months left on the passport for this visit. It will be your responsibility to ensure that they have an up to date passport and that this is valid for the dates of travel.

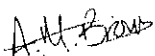
Costs, Deposits and Payment

The cost for this visit is **£449** and includes all of the above features. This price also includes travel insurance, airport transfer in Berlin, flights based on hand luggage, UK airport assistance, Hotel, flights, full boards basis (does not include drinks or food outside of the Hotel), and the company have also stated a **£50 flight contingency**.

If you wish for your son to be considered for this please return the attached form with **£125, which is due by Monday 16 December. A further £108 is due by Monday 27 January, £108 due Tuesday 25 February and £108 due Wednesday 25 March.** If the £50 contingency is needed this will be added onto the remaining 3 months payment.

If you have any further questions then please do get in contact with me; you can email me at browna@ntc.kent.sch.uk or leave a message with the school office and I will give you a call back.

Yours sincerely



Mr A Brown
Trip Leader

Berlin 2020 Student Return Form and deposit

Name: _____ Year: _____ LC: _____

Date of Birth: _____

Age (In Years at time of travel): _____

I can confirm that I wish for my son to be considered for the Berlin 2020 visit and enclose the £125 holding deposit. I am aware that this does not constitute acceptance onto the visit until this payment is banked. I am also aware that if from acceptance and up to the visit his behaviour at school deteriorates the school reserve the right to remove him from the visit and no refund will be given.

I would like to include travel to London airport

I am aware the itinerary is subject to change and alterations.

Print name: _____ Contact number: _____

Signed: _____ Date: _____



Ways to pay Northfleet Technology College

We can accept the following payment methods:

Our preferred option for large amounts is by **Bank Transfer**.

As either a one-off payment or if you would like to make regular payments for a residential trip by standing order.

If you would like a standing order form to complete, please contact the finance team.

Account details for online payments

Northfleet Technology College

Account Number: 00021734

Sort Code: 30-93-60

Lloyds Bank

78 New Road, Gravesend, Kent DA11 0AR

Please use the students name as the reference.

If you would like to receive confirmation that we have received your payment, please contact the finance team.

Cheque – made payable to Northfleet Technology College.

Cash – in a sealed envelope marked with the students name, year group and Learning Coach.

Payment for lunches are to be made, in cash, using the machines in the restaurant.

Finance Team
finance@ntc.kent.sch.uk