



January 2018

## Languages Faculty Trip Cologne, Germany December 2018

Dear Parent/ Guardian,

Your child has shown an interest in an educational school trip we are organising to Cologne, Germany in December 2018

The trip will leave on **Saturday the 15<sup>th</sup> December 2018 at 9.30pm**. We will be travelling by coach to Dover and then crossing the channel via the ferry. We would hope to arrive in Cologne by 1.00 p.m. on Sunday the 16<sup>th</sup> December 2018. Our accommodation is going to be a 4\* Hotel, which is situated on the city outskirts.

During our educational trip, we will be visiting at least three of the eight Christmas markets in Cologne, as well as having a guided tour of a chocolate museum and an Olympic museum. We will also be enjoying a visit to Phantasialand Theme Park and the Christmas market in Brühl, which is very close to the hotel.

The return journey will commence after breakfast on Wednesday the 19<sup>th</sup> December 2018. The students may have an opportunity for further shopping at a shopping center in Belgium, before returning to Tottington by coach, via the ferry. It is anticipated that we will arrive back in Tottington at approximately 11.45pm on Wednesday the 19<sup>th</sup> December 2018. **All pupils who attend this trip will be expected to attend school on Thursday the 20<sup>th</sup> December 2018.**

The cost of this educational visit is £390.00 per student. This price includes all travel, insurance, accommodation (half board) in Germany, all trips and a group passport. ***(Cheques should be made payable to Tottington High School- please ensure the name and form of your child is placed on the reverse of the cheque).***

**A non-refundable\* deposit of £50.00 must be placed in to the black box outside the main office by 16<sup>th</sup> February 2018. A second non-refundable\* deposit of £50.00 must be paid by the 2<sup>nd</sup> July 2018. The final balance of £290.00 will then be due by 1<sup>st</sup> October 2018.\* Please note that failure to pay a second deposit could mean that your child loses their place to someone on the reserve list. \* Please note that deposits will only be refunded on production of a medical certificate, or if the trip is cancelled by the school. All monies are paid directly to a tour operator and not held by school, therefore in the event of cancellation by the student on or after the 1<sup>st</sup> July, Rhapsody Tours (our tour operator) insist on the following payments;**

On or after 1<sup>st</sup> July

1<sup>st</sup> and 2<sup>nd</sup> Deposit= £100

On or after 1<sup>st</sup> September

£150

After 1<sup>st</sup> October

100% of total cost

**Further, please note that the tour operator does not offer the school any option to delay final payment. Thus, the final balance must be paid by 1<sup>st</sup> October 2018. If the balance is not paid in full by the 1<sup>st</sup> of October, your child will have to be removed from the trip and the £100 in deposits is retained by the tour operator as a cancellation charge.**

If you would like your son/daughter to participate in this educational visit, please sign the attached slip and hand it in with a deposit of £50.00 and place in the black box by the 16<sup>th</sup> February 2018

**Please note that there are only 67 places for this trip. Once the deadline is passed, you will be informed if your child has secured a place by the 1<sup>st</sup> March and will be issued with a payment card. If your child has not secured a place, the initial deposit will be returned by 1<sup>st</sup> April 2018 at the latest.**

If you have any questions, please do not hesitate to contact me by email at [ccatterall@tottenhamhighsch.co.uk](mailto:ccatterall@tottenhamhighsch.co.uk) .

Yours sincerely,

*C Catterall*  
Mrs C Catterall  
Teacher of MFL

*K Cheetham*  
Mrs K Cheetham  
Business Manager

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**TOTTINGTON HIGH SCHOOL – REPLY SLIP: GERMANY TRIP DECEMBER 2017**  
I wish my son/daughter to be considered for a place on the educational visit to Cologne, Germany, departing on Saturday the 15<sup>th</sup> December 2018 at a cost of £390 and enclose the first deposit of £50.00 (non-refundable)

Name of Student.....Form.....

Signed Parent/ Guardian.....