



7 December 2023

Dear Parent/Carer

## EDUCATIONAL HISTORY VISIT TO BERLIN, 19-21 JANUARY 2024

This visit is now just six weeks away and we need to collect some information from you.

- Firstly, please would you send your son/daughter's passport to the finance office by Monday 11 December so that we can submit passenger information to the tour company. The passport will be returned by the end of the week – please ask your son/daughter to collect it from the finance office.
- One of our evening meals must be booked in advance. Please would you kindly complete [this form](#) by Monday 11 December to indicate your son/daughter's menu choice.
- Please complete the attached Parental Consent Form **in black ink** and return it to the finance office (please do not email it – we need an original hard copy). If you are not able to print this at home, please collect a copy from the finance office as soon as possible. Thank you.
- Some of you have suggested that you would like us to organise a minibus to collect the group from Heathrow Airport on their return. This would incur an additional cost and would be subject to availability on a first come-first served basis. If this is something that might be of interest to you, please email Mrs Cooper at [lcooper1@waddesdonschool.com](mailto:lcooper1@waddesdonschool.com). The current arrangement is for you to collect your son/daughter from the airport.
- Finally, please ensure that you are up to date with your payments for the visit and note that the final instalment of £155 is due on 1 January.

May we also take this opportunity to remind you that students may travel with hand luggage only: One piece of standard baggage no bigger than 56 cm x 45 cm x 25 cm including the handle, pockets and wheels, and one laptop or handbag no bigger than 40 cm x 30 cm x 15 cm including the handle and pockets (must fit under the seat).

If you have any questions, please do not hesitate to contact me at school.

Yours faithfully

**Ellen Hoe**

Subject Leader for History