



# Great Marlow School

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**HEADTEACHER:** Mr K Ford

**DEPUTY HEADTEACHERS**

Mr G Pendlebury

Mr N Maguire

12<sup>th</sup> July 2018

Dear Parents and Carers

**Berlin 2018**

Thank you for your deposit payment of £100.

I am happy to confirm your son/daughter's place on this trip. I am writing to give you further information about the trip's itinerary, flight times and transport information.

**Could I also please remind you to make the final balance payment as I need to pay our travel agency our full balance before the end of the term.**

The final balance of **£399** is now payable and due by **Monday 9<sup>th</sup> July 2018**. Please make your payments by ParentPay as you did for the deposits. Alternative methods are available if required.

Please find a draft itinerary attached. The transport arrangements are now booked and confirmed so could I please ask you to put these times and dates in your diaries.

Could I finally remind all students to ensure they have up to date passports and EHIC cards. If you do not have an EHIC card you can apply for free online at: <https://www.gov.uk/european-health-insurance-card>

A detailed itinerary and handbook will be issued to all students attending the trip in the weeks prior to departure but please see overleaf for flight, accommodation and visit information.

**Please do not hesitate to contact me if you have any questions or issues with payment by email at [esillwood@gms.bucks.sch.uk](mailto:esillwood@gms.bucks.sch.uk)**

Yours faithfully

**Emma Sillwood**  
**Head of Art & Design**

**Accommodation**

You can also find details of the accommodation we are using by visiting: [https://www.meininger-hotels.com/East Side Gallery](https://www.meininger-hotels.com/East-Side-Gallery)

**Flights with British Airways**

Departure from London Heathrow

Friday 19.10.2018, 07.15 Arrive: Berlin Tegel: 10.05

Students to meet GMS staff at 05.00 at terminal (TBC)

Departure from Berlin Tegel

Monday 22.10.2018, 16.45 Arrive: London Heathrow: 17.40

Students to be collected from terminal (TBC) at 18.15

**Our tour includes the following:**

- UK Airport Assistance (Outbound Journey)
- 3 Course Meal with Soft Drink at Andy's Diner
- 2 Course Meal with Soft Drink at Amrit Restaurant
- 2 Course Meal with Soft Drink at Bella Italia
- Airport Transfer in Berlin
- 4 day Welcome Card
- Meet & Greet on Arrival in Berlin
- NST 24-hour emergency contact service whilst on tour

**Visits we will make:**

- Bauhaus-Archiv Museum of Design - Entrance
- Entrance to Wallmuseum-Haus at Checkpoint Charlie
- Visit to Berlin Wall Panorama
- 2 hour walking tour in Berlin
- Visit to Brandenburg Gate
- Visit to East Side Gallery
- Visit to Holocaust Memorial
- Visit to Reichstag
- Visit to Alte National Galerie
- 1 Hour Guided Visit to Topography of Terror

A detailed itinerary and handbook will be issued to all students attending the trip in the weeks prior to departure. A full safety briefing will also be given to all the students about our expectations while we are away.