

# ADEYFIELD SCHOOL

PART OF THE EAST DACORUM CO-OPERATIVE LEARNING TRUST

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Headteacher: **Scott Martin**



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Dear Parent or Carer

[www.adeyfieldschool.org](http://www.adeyfieldschool.org)

As our trip to Berlin is fast approaching I would like to invite you to a short Information Evening on Monday 27 February at 6.30pm to provide you with details of the trip and to give you an opportunity to ask any questions you might have. I am really looking forward to a fantastic three days away as I hope are the students! We have a packed itinerary (enclosed for your information) which will involve us travelling around Berlin and taking in a selection of the many sites and highlights that the city has to offer. As we are travelling independently, safety will be our primary concern so it is very important that we have an opportunity to outline the procedures and our expectations in order to ensure we have a thoroughly enjoyable and safe trip.

We have not planned any 'adventurous' activities so students do not need to bring any specialist kit but I do want to stress that Berlin in March can be very cold and so students should ensure they bring warm clothing and suitable footwear as there will be plenty of walking and a warm waterproof coat or jacket. Travel costs once we are in Berlin are inclusive as we will be purchasing group travel tickets each day. Our accommodation is Bed and Breakfast and we are booked in for meals Wednesday evening and Thursday lunch and evening which are again inclusive in the cost of the trip. This means students will need some money (Euros) to be able to purchase lunch on Wednesday and Friday as well as any other snacks they need during the day. We recommend 50-80 Euros though be aware any valuables brought on the trip are the students' own responsibility as the school cannot accept liability for the loss of any personal property brought to their centres or on the trip.

Should you need to contact me during the trip, we will be taking the school mobile. The number is **+447818 224493**. Students will be provided with this number while we are in Berlin. The full address of the Hotel and their telephone number are on the itinerary included.

I would like to draw your attention to the flight times. Wednesday is an early start with students expected to arrive at Luton Airport at 5.15am promptly. As the flight is beyond our control, failure to arrive on time may result in your son/daughter being unable to take part in the trip. The flight returns to Luton at 5.50pm on the Friday and please ensure you have made arrangements to collect your son/daughter from the airport. Flight details are on the itinerary sheet.

Students also need to have applied for an EHIC card which they will need to bring with them, along with their passport, on the trip. We will ask for the EHIC cards prior to the trip so that we can take copies with us. If there are any medical issues that we need to be aware of then please provide this information either on the evening or prior to our departure.

Finally, I hope we have a fantastic trip and it is an enjoyable learning experience for all those involved. If you have any further questions or queries at this stage please do not hesitate to contact me at school.

Yours sincerely

**Martin Young**  
Head of KS5

**Look smart. Be polite. Work hard.**

