

# Oaklands Catholic School and Sixth Form College

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24<sup>th</sup> May 2023

Dear Parent/Carer,

I would like to take this opportunity to inform you of some important things as we get closer to our trip to Berlin in October.

**Trip Information Evening** - This will take place on **Tuesday 6<sup>th</sup> June at 6.00pm in the Main Hall**. During the evening, we will explain our plans for the trip, show pictures taken on previous visits, discuss clothing required and go through things such as the code of conduct. **This is an important meeting and we expect every Year 10 attendee and their parent/carer to attend.**

**Transport details** - As I informed you in March, we have secured flights with Easyjet, at no extra supplement and I can now confirm that our coach departure to Gatwick Airport is at **4.30am on Friday 20<sup>th</sup> October**. Our pick up time from Gatwick is 11.20am on Tuesday 24<sup>th</sup> October and that should get us back to school at approximately 1.30pm.

Baggage allowance with Easyjet is for one suitcase in the hold, no more than 15kg, plus one small hand baggage item that can be stowed under the chair in front. It can be a maximum size of 45 x 36 x 20 cm (including any handles or wheels) – Easyjet will most likely charge if the cabin bag is too big. Please click on the link for further information: <https://www.easyjet.com/en/help/baggage/cabin-bag-and-hold-luggage>

**Passports and GHIC cards** - Every child must be in possession of a Passport. Please ensure that it is up to date (i.e. it has at least 3 months left before expiry – **25<sup>th</sup> January 2024**) and if it still needs to be renewed then you must apply for renewal now. There have been reports about delays to passport processing and I would hate for your son / daughter to miss out on the trip as a result of this. The travel company has asked that I scan in your child's passport so can I request that you **bring the passport with you to the Information Evening**. We will scan the passports and return them to you at the end of the evening. If you are unable to provide the passport because it is being renewed, please ensure you send it in as soon as possible. If your child has an **overseas passport**, please let me know as soon as possible and ensure that you have applied for any necessary visas.

As I wrote earlier in March, every child will also need a European Health Insurance Card (EHIC) or a Global Health Insurance Card (GHIC); please make sure it expires after November 2023. If your child has an existing EHIC, it will remain valid until the expiry date on the card. You can apply for a new card up to 6 months before your current card expires. You can apply for an GHIC card online and it is free to obtain one - [Applying for healthcare cover abroad \(GHIC and EHIC\) - NHS \(www.nhs.uk\)](https://www.nhs.uk)

**Forms** - There is a medical form attached to this letter, a code of conduct form and a link to an online data collection sheet and I would like you to return them as soon as possible, but by no later than **Tuesday 6<sup>th</sup> June (Information Evening)**. The forms are as follows:

- **Medical form** – The school has a form held on file at the school, but this version is more detailed and is essential for our trip.
- **Code of conduct form** – This is attached to this letter and needs to be completed and brought with you to the Information Evening.
- **Contact details (online form)** – this is so that I can contact you if there was a problem whilst we are away. Moreover, when students have required medical attention, the medical practitioners always ask for an address and contact details. I have created an online form this year – please access it here <https://forms.office.com/e/vKxbvp0P1F> (link also on the students Berlin trip 'Team' page). If you would rather a paper version, ask your child to come and see me.

**Costings** – Unfortunately, I need to add an extra £30 to the cost of the trip. This is a result of the hotel in Berlin increasing its final cost as well as the coach to and from Gatwick coming in at slightly higher than we had originally budgeted for. This payment will be added to the final payment due on 1<sup>st</sup> July 2023.

**Updated Itinerary** – This has been posted on the 'Teams' page and paper copies will be available at the Information Evening.

Please complete the forms accurately **and return them to me (NOT the Finance Office / Student Services)** in a **sealed envelope with your child's name along with 'Berlin Trip 2023 Information' written on it**. Please contact me if any information changes between now and the commencement of the trip.

If you have any queries please do not hesitate to contact me by email  
[c.wilkinson@oaklandscatholicschool.org](mailto:c.wilkinson@oaklandscatholicschool.org)

Yours faithfully,



Ms C Wilkinson – Berlin Trip Organiser, Head of History  
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