

JSS/Aachen18/LH
September 2017

Dear Parent/Carer

Aachen, Germany: 9 – 13 July 2018

We are delighted to offer a trip to Aachen, in Germany, for students in Year 8 and Year 9. The trip is open to all students who are studying German, but would be particularly beneficial for those students interested in taking a GCSE in German

The trip will be a 5-day, 4-night programme with a visit to a German secondary school where students will spend the day meeting and collaborating with a group of German students. There will also be visits to local cultural and historical attractions, including a trip to the historic city of Cologne. This would offer an excellent opportunity for students to expand upon their understanding German language and culture.

The cost of the trip will be £465 which includes the items listed overleaf. Individual passports and EHICs will be required for this trip and it will be your responsibility to ensure the passport is valid and suitable for your son/daughter to travel.

ParentPay will open for payment from 9.00 am on Monday, 18 September 2017. If your child would like a place on this trip, please pay a deposit of £100.00 via ParentPay as soon as possible. Please note that only 40 places are available and these will be allocated on a first come, first served basis. If you have any difficulty accessing your ParentPay account, please contact the Finance Department on 01480 223336/37. Once the deposit is paid, any cancellations will be subject to costs imposed by our tour operator. Please be aware that you will be expected to pay the whole amount for the trip, whether or not your child changes their mind about attending.

Payment schedule	Amount	Due
Deposit	£100	from 18 September 2017
1 st instalment	£100	1 November 2017
2 nd instalment	£100	1 December 2017
3 rd instalment	£100	1 January 2018
Final instalment	£65	1 February 2018

We reserve the right to not take any pupil whose behaviour is considered in any way antisocial or unsafe. The Academy is required to undertake a risk assessment for all trips and visits. We cannot allow any student to take part in an activity unless any risk involved is assessed as being low.

If your son/daughter is eligible for Pupil Premium funding, you may be able to access financial support for this purchase. Pupil Premium funding is available for students who have been eligible for free school meals in the last 6 years, are looked after or have parents in the armed forces. Further advice on eligibility for Pupil Premium funding is available on our website. If you are not eligible for Pupil Premium but are currently experiencing financial hardship, the Academy may be able to support you. If you wish to apply for Pupil Premium or discuss current financial hardship, please write to or email Mrs F Smith (fsmith@longsands.cambs.sch.uk). If you are applying for financial support, please pay a £5 deposit to reserve a place on the trip and then contact Mrs Smith immediately to discuss the remaining payment.

We hope your son/daughter will be able to participate in this marvellous opportunity.

Yours sincerely



Mrs J Swainston
Head of MFL

Included in the tour price

- All transport to Aachen and the use of a coach during our stay.
- Full programme of activities, visits, and evening programme.
- 4 nights full board accommodation.
- Insurance.
- All entrance fees for excursions.

Terms and Conditions:

1. Deposits, once paid to our travel operator, are non-refundable unless another student can be found to fill the vacated place.
2. Payment of deposit indicates an acceptance of your obligation to pay the outstanding balances in amounts and by dates which will be set by the Academy, between September 2017 and February 2018.
3. We reserve the right to withdraw students from this trip if their attitude to learning in school is not conducive to them representing the Academy on an external trip.