

20th November 2009

Dear Parent/Carer

Re: Berlin Trip Instructions

As the date of departure approaches, here are up-to-date instructions. Can I please remind parents that pupils will need to bring in passports and EHC cards in the next few days to be kept in the school safe. I do not want to risk passports being left at home on the day of departure.

I have attached a telephone tree of all pupils' phone numbers, which will only be activated in the case of emergency or very early/late arrival back at school on Friday, 4th December 2009. Please check the numbers on the sheet and let me know if there are any changes, as it is imperative that the parent on the number before and after your number on the telephone tree is able to contact you. Please ensure that you are available on this number throughout the trip, but especially on the evening of Friday, 4th December and that you have the telephone sheet to hand so you can pass on the message.

Packing List

Essential items:

Medication if required eg inhalers, prescriptions
Money (euros)
Packed lunch for Tuesday, 1st December
Warm casual clothing
Warm coat, gloves, hat, scarf
2 pairs of boots or flat shoes/trainers
Toiletries
Small notepad and pen

Optional items:

Mobile phone
Camera
Hairdryer with European adapter (or
1 per group of friends)
Spare towel (European towels can
Outfit for disco
Snacks (**not** peanuts/nuts)

Tuesday 1st December – bring cases to school reception before 8.45am.

Attend lessons 1, 2 and 3 as normal. Come to Reception at 12.05pm.

Friday, 4th December – approximate arrival at school 11.30pm.

I have put a copy of this letter (but not the telephone tree for obvious reasons) and the powerpoints from the Information Evening on the school website, www.bentonpark.org.uk, Curriculum ▷History ▷ Berlin Trip.

In the meantime, if you have any questions or need to discuss practicalities, please do not hesitate in contacting me at school.

Yours faithfully

K Garvie

**Miss K Garvie
History Department**

