

22<sup>nd</sup> May 2019

Dear Parent/Carer

**Visit to German Christmas Markets - Thursday 28<sup>th</sup> – Saturday 30<sup>th</sup> November 2019**

We are pleased to offer your daughter the opportunity to take part in a visit to the Christmas markets in Aachen and Cologne. Travel is by coach via Eurotunnel and accommodation is half-board in an excellent hostel. We will leave on Thursday 28<sup>th</sup> November and travel through the day arriving in Aachen by late afternoon. There we will visit the famous Christmas Market then continue to Cologne where we will spend the remainder of the stay visiting the Christmas Market, Cathedral, the Chocolate Museum and other tourist attractions in the city. We will return on Saturday 30<sup>th</sup> November arriving at school in the early evening.

We hope your daughter will be keen to take part in this trip. The total cost of the visit will be £270 based on a minimum of 30 students travelling. An initial deposit of £80 is required by **Friday 7<sup>th</sup> June**. The remaining cost of the trip will be payable in instalments as follows:

£80 by Friday 5<sup>th</sup> July

£80 by Friday 6<sup>th</sup> September

£30 by Friday 4<sup>th</sup> October

Please make payments on time as without them your daughter may risk losing her place. If you are in a position of severe financial hardship and/or in receipt of free school meals and would like your daughter to be able to attend, but feel you cannot afford the total cost of this trip, please contact Mrs Jeffreys in the school office as soon as possible. We will respect your privacy and deal with any such requests as sensitively as we can. Those who are studying German will receive priority for financial support.

Please note that your daughter will need her own valid passport for this trip. If she does not already possess her own passport, you should apply for one as soon as possible. She will also need a valid European Health Insurance Card in order for her to take part (EHIC is available free - go to [www.ehic.org.uk](http://www.ehic.org.uk); be careful to avoid any sites which charge for this card). If your daughter does not hold a British passport, please contact the Main Office immediately as a visa may be required for travel.

If you would like your daughter to take part please complete the attached reply slip and return this together with the deposit of £80 placed in an envelope with your daughter's name, tutor group and 'Christmas Market' written clearly on the outside. This should be given to the Main Office between 8.10 a.m. and 8.25 a.m. or during morning break by Friday 7<sup>th</sup> June at the latest. Cheques should be payable to Fort Pitt Grammar School or alternatively, payments can be made to the school bank account, sort code: 30-84-63, account number: 65945260, reference: your daughter's name – xm mkt.

Please note that once you have consented and paid for this trip and the money has been paid over to the travel company no refunds can be made.

Yours faithfully



**Mr D Higbee (Head of Modern Foreign Languages)**

*Fort Pitt Grammar School is committed to safeguarding and expects all members of the school community and applicants to share this commitment.*



FPTA Academies

**Headteacher: Nicky Archer, BA (Hons), NPQH**

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To: Main Office, Fort Pitt Grammar School

Trip organizer: Mr D Higbee, Head of MFL, Fort Pitt Grammar School

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I wish my daughter .....of Tutor Group .....  
to take part in the visit to the Aachen and Cologne Christmas Markets.

I enclose a deposit of £80 and confirm that my daughter has her own passport and EHIC.

I understand that further payments are due as follows:

£80 by Friday 5<sup>th</sup> July

£80 by Friday 6<sup>th</sup> September

£30 by Friday 4<sup>th</sup> October

I understand that if I request cancellation of my daughter's place on this trip, no monies will be refunded unless my daughter can find someone to replace her.

Signed (Parent / Carer) .....Date .....