

EJG/avt  
16 March 2018

Dear Parent(s) / Carer(s)

**Trip No: 4112 - Optional Trip During Term Time to Cambridge on 17<sup>th</sup> April 2018 – Year 7 (Named Students Only)**

We are writing to confirm that in April 2018 we will be visited once again by girls from our German partner school, The Maria Ward School in Mainz. The girls stay for a week with pre-arranged host families, but spend time with us in school as well as undertaking day trips. Some pupils in Year 7 have already been paired up with the visiting German girls, so that they can take them to lessons when they come into school for a full day on Wednesday, 18<sup>th</sup> April and half a day on Thursday, 19<sup>th</sup> April 2018. All the pupils will have an excellent opportunity to practise their German one-to-one with someone of their own age and have a chance, hopefully, to forge a friendship, which could be further pursued in future.

On Tuesday, 17<sup>th</sup> April 2018 there is a day trip to Cambridge for our pupils and the visitors. It is strongly encouraged that the pupils who have a partner accompany the trip but we are inviting all Year 7 pupils who study German, in the hope that some of those who would like to be involved with the exchange would still like to participate. There is a small charge for this of £22.30 to cover the cost of transport by coach. The day involves a walking tour to take in the main sights of the city including the historic Colleges and the picturesque River Cam. There will also be time to socialise and shop with the visitors. The pupils will have a quiz to complete along the way with the German girls, which again is to encourage one-to-one communication in both English and German throughout the day. Pupils will need to bring a small amount of money for lunch on the day (or they should bring a packed lunch), plus anything extra for shopping if desired.

If you would like your child to go on this optional trip, [please follow this link to complete the consent and payment form](#) (*website: Home/Parents/Forms*) or return the slip attached to this letter indicating your preferred method of payment. Please note that all trips will be allocated on a first-come, first-serve basis, places will not be confirmed until your payment is received; we therefore recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. Once a place is confirmed, you will be liable for all costs incurred by the school up to the point of cancellation.

Please be aware that the school reserve the right to refuse a place on this trip for any pupil whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Georgette Knights on 07741559124 or Mr Oliver Price on 07741559129.

Yours faithfully

**Miss E Golland**  
Subject Leader for German

**Mrs G Knights**  
Assistant Head: Director of Finance & Resources

Encl.

# Reply Slip

**Trip No: 4112 - Optional Trip During Term Time to Cambridge on 17<sup>th</sup> April 2018 – Year 7 (Named Students Only) (EJG)**

If you wish to complete this reply slip electronically, then please complete the [consent and payment form](#) available to download from the school's website

Student's Name: \_\_\_\_\_

Form: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Does your child suffer from any medical conditions?**  Yes  No

**Will this medical condition affect them taking part in the activities?**  Yes  No

**If yes, please give details including treatment that they currently receive for this/these medical conditions:** \_\_\_\_\_

\_\_\_\_\_

**Enter any known allergies to drugs, medicines or food and/or special dietary requirements:**

\_\_\_\_\_

\_\_\_\_\_

**Has your child been immunised against tetanus?**  Yes  No

**Please provide us with two emergency contact numbers:**

Number: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Number: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

**For overseas visits only, please confirm that you have included:**

Copy of Passport included  Yes  No

Copy EHIC included  Yes  No

## Declaration

I agree to my child taking part in the above mentioned visit and to their participation in the activities to be undertaken during the day. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate in this visit. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

**Payment Method – £22.30**

- Wise Pay (via Internet)** Preferred payment method. If Wise Pay is showing that the trip is full, please contact the Finance Department in the first instance.
- Debit or Credit Card.** If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please call the school 01992 462889 and ask to be transferred to the Finance Department.
- Cheque.** If paying by cheque, please ask your child to hand payments directly to the finance office. Cheques should be made payable to The John Warner School.
- Cash.** If paying by cash, we request that a parent/carer deposits the money personally at the school office during working hours and obtains a receipt. Cash will no longer be accepted from Students

All outstanding payments must be with the school a minimum of four weeks prior to the start date of the trip unless an earlier payment date is stated on the original letter.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Parent / Carer