



5<sup>th</sup> September 2025

Dear Parent/Carer,

**Re: Berlin update**

I would like to take this opportunity to thank you for signing up your child for our upcoming trip to Berlin, which will take place from 23<sup>rd</sup> to 25<sup>th</sup> of October 2025. We are very much looking forward to an enriching and exciting experience for all involved.

As part of the preparations, I would like to remind all parents and carers to ensure that payments for the trip are up to date. The final payment should be made by **1<sup>st</sup> October 2025**. This is essential to ensure that all logistical arrangements can proceed smoothly. If you have any questions or concerns about the payment process, please do not hesitate to contact me.

Additionally, I kindly request that any remaining students who have not yet submitted their **passports and GHIC cards** do so as **a matter of urgency**. These documents are required for travel and must be submitted to me no later than 12<sup>th</sup> September 2025. If you are unsure whether you have already provided these documents, please feel free to reach out.

There will be an information evening held on **24<sup>th</sup> September at 5.30pm** to provide further details about the trip, including the itinerary, expectations, and any final preparations. This will be an excellent opportunity for you to ask any questions you may have and to ensure everyone is fully prepared for the adventure ahead.

Thank you once again for your support in making this trip a reality. We look forward to an unforgettable experience in Berlin!

Kind regards,

Mrs L Frederick  
**Head of History**

Miss K Gallagher  
**Trip Organiser**