



DM/el

January 2018

Dear Parents/ Guardians,

**Re: Berlin Trip, Friday, 23<sup>rd</sup> - Sunday, 25<sup>th</sup> March 2018**

I am writing to you with further information and confirmation of payment details. Firstly, I would like to thank you for your payment of the initial deposit amount of £100. The flights and accommodation have now been booked and I am very pleased to tell you that 41 students will be going. I would like to confirm to you that the total cost for the trip will be £380 per student. I am proposing that the final payment of £280 be made in two instalments due as follows:

- A first instalment of £100 by Friday, 2<sup>nd</sup> February 2018.
- A second and final instalment of £180 by Friday, 9<sup>th</sup> March 2018.

Payment is by secure on-line ParentPay using your debit or credit card, your ParentPay user name and password.

May I take this opportunity to remind you that your son/daughter will need their own passport and EHIC medical insurance card for this trip, since they may take time ordering if your child does not already have these documents. EHIC cards can be ordered for free online at:

<http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>

I shall send further details about our itinerary and travel arrangements in due course but in the meantime please feel free to contact me at school or via email if there are any queries. My school email address is [DMoore@hylands-tkat.org](mailto:DMoore@hylands-tkat.org)

Yours sincerely,

Mr D Moore  
Head of History