



Magdalene House Preparatory School

2 March 2017

Dear Parent/Guardian

I am writing to you to invite your son/daughter to take part in the Prep 5 and Prep 6 German Market trip to Cologne.

The trip will take place from Friday 8 December to Saturday 9 December 2017. We will be staying full-board in the *Jugendherberge Koeln Riehl*, Cologne. There will be a variety of language activities as well as exciting cultural visits organised, and so far plans include an afternoon at the Cologne Christmas market followed by the visit of the cathedral. On the Saturday we will take a tour of the most famous landmarks of the city on the Christmas Express Train. Our trip will finish with a guided tour of a chocolate factory without forgetting the tasting session!

The cost of this trip will be £190.00. To secure a place on the trip, pupils must return the attached consent form by Friday 10 March 2017 as well as a non-returnable deposit of £30 to be paid via your ParentPay account. Please contact the Accounts Office on 01945 583631 (option 4) in case of query. A second payment of £70 will be due by Friday 28 April 2017. The final payment of £90 will be due by 11 September 2017 via your ParentPay account. The School reserves the right to cancel this activity; in this instance any monies paid will be refunded in full. Should you withdraw your son/daughter from this activity after the authorisation slip has been received in school, or should your son/daughter fail to attend the activity, you will remain liable for the full payment due, regardless of whether or not full payment has actually been made.

This trip represents a wonderful opportunity for your son/daughter to practise his/her German and we really hope that he/she will be able to attend. Please be aware that places are limited and will be allocated on a first come, first served basis. Please note that pupils will need their own passport, as well as their own EHIC medical card.

Yours faithfully

T Jestin

Thierry Jestin
Head of MFL (Lower School)
Trip Leader

Wisbech Grammar School

Consent of Parent/Guardian for a Residential or Foreign Visit

Name of Pupil:		Class:	
Mobile phone number of pupil:	N/A		
Proposed visit to:	German Market Trip-Cologne		
Date(s):	8-9 December 2017		
Passport number:		Nationality:	
Passport start date		Passport expiry date	
European health card (EHIC) No:			
Medical information about pupil (Please include all medical information to enable us to keep our records up to date)			
Does the pupil have any conditions requiring/which may require medical treatment/medication?	Delete as appropriate YES/NO	Describe (use a separate sheet if necessary)	
Does the pupil have any allergies, e.g. to medication or specific foods?	YES/NO	If 'yes' please supply details:	
Does the pupil have any special dietary requirements?	YES/NO	If 'yes' please supply details:	
To the best of your knowledge, has the pupil been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?			
Contact telephone numbers for parent/guardian			
Work:		Home:	
		Mobile:	
Home address:			
Alternative emergency contact:			
Name:		Tel No:	
Address:			
Signature of parents/guardians I, the undersigned, who have parental responsibility for the above named pupil have completed the information requested above. I have read and understood and I consent to the matters set out above in the visit programme or other relevant information. I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey. I understand that if the above named pupil has to be returned home for serious disciplinary reasons, I will be liable for travelling expenses incurred.			
Signed:			
Relationship to pupil:		Date:	
I, the above named pupil, promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will, at all times, act with courtesy and consideration for others and do my best to uphold the good name of the School.			
Signed by the pupil:		Date:	