



# Bishop Wordsworth's School

Exeter Street, Salisbury, Wiltshire SP1 2ED

Telephone: 01722 333851

Fax: 01722 325899

E-mail: [admin@bws.wilts.sch.uk](mailto:admin@bws.wilts.sch.uk)

Website: [www.bws-school.org.uk](http://www.bws-school.org.uk)

Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

25 November 2016

Dear Parents/Guardians

I am writing with an update regarding the forthcoming Art and History Tour to Berlin from Wednesday 1 February to Saturday 4 February 2017.

Thank you for providing the deposit for your son's trip, we have now secured flights with EasyJet and accommodation at the Plus Berlin Hostel & Hotel. The flight details are as follows:

## Depart

**LONDON GATWICK            01/02/2017    0800**

## Arrive

**BERLIN SCHOENEFELD    01/02/2017    1055**

## Depart

**BERLIN SCHOENEFELD    04/02/2017    1735**

## Arrive

**LONDON GATWICK            04/02/2017    1840**

Please can I remind you that you have one further payment instalment of £355.00 which is due by **5 January 2017**. Please pay online via: [www.scopay.com](http://www.scopay.com).

Information regarding your son's passport is also required by the airline, therefore please could you provide the relevant information overleaf by **Thursday 1 December 2016**. Please note – If your son does not have a European Passport, you should contact the German Embassy to ascertain visa requirements as soon as possible. Please ensure that your son's passport and EHIC are up to date and a copy of these now needs to be sent to school. Please attach a copy of these documents to the passport information form. Please also ensure that we have current emergency contact details and details of any medical conditions and that your son takes all necessary medication with him on this trip. Please contact Sarah Hayward [sah@bws.wilts.sch.uk](mailto:sah@bws.wilts.sch.uk) if you need to update this information.

Finally, I would like to invite you to an 'information evening', in which the itinerary will be presented and you will have the opportunity to raise questions and discuss the practicalities of the tour; such as spending money, clothing as well as other essential information. This will take place at 6.15pm on Monday 23 January 2017 in the Sixth Form Common Room, BWS. I do hope that you will be able to attend the meeting, and look forward to sharing the proposed highlights of the trip!

In the meanwhile, if you have any questions about the trip, please do not hesitate to contact me.

Kind regards

Kate McLaren  
Head of Art



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## BERLIN ART AND HISTORY TRIP 2017

Information required for the airline. Please write the following information clearly and as it appears on your son's passport. Please attach a copy of your son's passport and EHIC to this form.

SURNAME	FIRST NAME(S)	PASSPORT NUMBER	DATE OF BIRTH
CODE OF ISSUING STATE	EXPIRY DATE OF PASSPORT	COUNTRY OF RESIDENCE	

## Berlin Meeting – Monday 23 January 2017

I will/will not be able to attend the meeting (please delete as appropriate).

I will require  seats for the evening.

Signed \_\_\_\_\_ (Parent/Guardian)

**PLEASE RETURN SHEET TO K McLAREN BY NO LATER THAN**

**THURSDAY 1 DECEMBER 2016.**

**THANK YOU.**