



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion  
Achievement  
Respect  
Endeavour

*The cornerstones of our  
learning community*

Ref: CCO/cb

September 2018

Dear Parent(s)/Carer(s)

## Christmas Market Trip to Cologne – 12<sup>th</sup> to 14<sup>th</sup> December 2018

The Modern Foreign Languages Department is planning to organise another Christmas Markets trip to **Cologne** from Wednesday 12<sup>th</sup> December to Friday 14<sup>th</sup> December 2018. The coach will depart promptly from school on **Wednesday 12<sup>th</sup> December** at **6.30am** and will return on **Friday 14<sup>th</sup> December** at approximately **1.00am**.

This is a wonderful opportunity for your child to have cultural and linguistic experience of Germany. In order for the trip to go ahead we need to have 40 paying passengers. It may be possible for the trip to go ahead with fewer, however this would increase the cost to each student.

The cost of the trip is **£174.00** which includes insurance, return travel by coach and ferry, bed and breakfast in a youth hostel close to the centre of Cologne, a trip to the Christmas markets and a tour of the Cathedral. Students will also have time to go shopping.

Students should bring pocket money for Christmas presents, a packed lunch for the Thursday and enough money to buy some food at the markets on the Thursday evening which can be obtained quite cheaply from a vast range of food stalls at the Christmas markets. They will also need some money for Friday's lunch and evening meal and a small amount of money for tram fares. All students must have their own **valid passport** and a **European Health Insurance card**.

Students will be spending the majority of the time outside and the weather is very cold in Germany in December, so students must make sure they bring suitable warm clothing and sensible footwear.

Under current legislation I am obliged to point out that the contribution is voluntary but I must inform you that unless all parents who are able are willing to contribute, the trip may not take place. Limited financial assistance is available in certain cases. Please contact Mrs Botting, Bursar on [jbottling@imberhorne.co.uk](mailto:jbottling@imberhorne.co.uk) in confidence if you are unable to contribute so that suitable arrangements can be made or if you have any queries or difficulties regarding the on-line payment system.



Imberhorne Lane  
East Grinstead  
West Sussex  
RH19 1QY

Tel: 01342 323562

E-Mail: [info@imberhorne.co.uk](mailto:info@imberhorne.co.uk)

[www.imberhorne.co.uk](http://www.imberhorne.co.uk)



We require parental consent in order to take students off-site on trips or to attend events. Parental consent is considered to have been given once the trip or event is paid for on Parent Pay. Please ensure you have completed the required acceptance on Parent Pay by **Monday 1<sup>st</sup> October 2018**. We apologise for the quick turnaround of the deposit request. We will use the emergency contact details we have on our database for your son/daughter for this trip. If, however, the contact details or medical conditions have changed, please update this on SIMS Parent immediately.

We will require our **medical questionnaire**, completed for your son/daughter and this can be printed from our website under the section Parents/Trips. Alternatively, your son/daughter can collect a copy from Mrs Botting.

In order to secure a place for your son/daughter on the trip please pay a non-refundable deposit of **£50.00** via Parent Pay by **Monday 1<sup>st</sup> October 2018**. The balance should be paid via Parent Pay by the 1<sup>st</sup> December 2018.

Please also ensure your son/daughter has any medication that they may need, clearly labelled, and that this is given to a member of staff prior to the event commencing.

Should you have any questions about the above trip, please do not hesitate to contact me on [ccook@imberhorne.co.uk](mailto:ccook@imberhorne.co.uk).

Yours faithfully  
**Caroline Cook**  
**Joint Head of German**

Cc J Botting