

Education Department

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Our Ref: SS/LS

Date: November 2014

Dear Parent/Carer

S4 Berlin Trip June 2015

Firstly let me apologise for the late second letter for S4 Berlin excursion in June 2015. But I am pleased to confirm that a place has been booked on the tour for your child

The tour company have been waiting on the flights being released and group prices being detailed so with this I am pleased to confirm that the dates of travel are as follows:

- From Glasgow to Berlin Friday: 19th June 2015
- Return from Berlin to Edinburgh: 23rd June 2015 (A coach has been booked to bring the group back from Edinburgh to the school) and also incorporates the UPBEAT DAY OUT.

I am also pleased that I can confirm the final price which is £650 (as originally advertised) in total which covers Half Board in the hotel, lunches whilst out and about, all excursions and entrance fees during our stay and transport in and around the city.

Can I ask that by the 28th of November a second deposit of £150 is paid to the school account via Payments4Schools, access to which is on the school website. I was delighted to see that many of you have not only paid the first deposit of £100 but made additional payments also.

I have attached a payment schedule. Please note that these dates should be strictly adhered to, although please note that you can pay more if you choose. Should you require confirmation of how much you have paid to date, please contact the school office.

As confirmation of bookings continue with the tour (not everything is open to book for next June yet), I will pull together the final tour details and invite you to attend a Parents' Information Evening around late April/early May 2015 to share the final itinerary and request key things such as passport details and emergency contacts and so on.

I would like to thank you for your continued support of this venture and know that it will prove to be a successful celebration of what has been an exceptional year for S4.

With kindest regards

Steven Sorley
DHT (S4)

S4 Berlin Trip – Payment Schedule

£100 deposit (this will have already been received).

£150 second deposit to be received **no later than 28 November 2014**

£50 to be received **no later than 16 January 2015**

£200 to be received **no later than 20 February 2015**

£150 to be received **no later than 13 March 2015**