



HECKMONDWIKE GRAMMAR SCHOOL

ZBR/RCB/TCC

8 July 2025

Dear Parent/Carer

Berlin Trip 2026: Friday 13 February – Monday 16 February 2026

We are planning to take Social Science and Business and Economics students to Berlin in 2026. We have negotiated a fantastic deal with NST Travel the visit will include:

- Transfer to and from school to the airport
- Transfer to and from Berlin Airport to the hotel
- Flights to Berlin
- Accommodation at the Meininger Hotel Berlin East Side
- Breakfast in the hotel
- Activities including visits to:
 - ✓ The Palace of Tears
 - ✓ The Topography of Terror
 - ✓ The Holocaust Memorial
 - ✓ Ritter Sport Chocopath
 - ✓ External viewing of the Reichstag

Depending on attendee numbers, we anticipate the cost of the trip will be between £700 to £750. Students will need to bring money to cover food outside of the breakfast that is provided. They will be given the opportunity to purchase food at various points of the day.

It is parents' responsibility to ensure that your child will be able to attend this trip with their current passport and visa status. School will not be responsible for any costs incurred due to cancellation costs incurred if a student cannot travel due to passport/visa restrictions. It is therefore vital that you check this as any payments made will not be refundable in such circumstances, and indeed further payments to the full total may still be due.

Heckmondwike Grammar School, High Street, Heckmondwike, West Yorkshire, WF16 0AH

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Headteacher: Mr P Roberts

Heckmondwike Grammar School Academy Trust is a charitable company limited by guarantee, registered in England and Wales with company number 7348329.



May I take this opportunity to remind parents that the students are expected to display the very highest standards of behaviour and courtesy.

To ensure your child is added to the list for possible selection to attend the trip, we require a £150 deposit payable through ParentPay by **4pm** Tuesday 15 July.

If the trip is oversubscribed places will be allocated in line with our Educational Visits selection protocol based on the applications, we receive. Wednesday 16 July 2025 I will contact parents and students to confirm whether your child has been allocated a place. At that point by accepting the place you are committing to pay any future instalments. If your child is not selected your deposit will be refunded and they will be added to the reserve list.

Parents will then be required to pay the instalments as per the schedule below: -

- Deposit of £150 to be paid when registering your interest on the trip -Tuesday 15 July 2025.
- Interim Payment of £150 to be paid by Tuesday 30 September 2025
- Final Balance of £400-£450 to be paid Tuesday 25 November 2025

Please note that by paying the deposit you are committing to pay the full balance by the agreed deadlines. After Wednesday 16 July 2025 should you decide that your child can no longer attend the trip, we will refund any monies paid only if a replacement student can be found. We will subtract the fees required for name changes from these monies refunded plus we will chase for any further fees we subsequently incur. If no replacement can be found you will still be committed to pay the future instalments as they fall due.

We will hold a parents and students evening in the new academic year to provide you with as much information as possible in advance.

Under the School Governors' [Charging and Remissions Policy](#), this includes all the details outlined above. Insurance is included in the price (a copy of the policy can be provided), but you may have or wish to take out your own insurance.

The payments for the trip must be done via ParentPay by the dates shown above. When you make payment via ParentPay you will be prompted to provide parental consent for your child to attend this trip and you will also be asked to input your contact/medical details directly into a confidential section of ParentPay. Please can I ask you to complete the deposit payment on ParentPay as per the schedule above. Please be aware that should your child be unable to attend the trip due to medical emergency then we would require official confirmation of this at the time.

Unfortunately, our Risk Protection Assurance policy will not offer cover if a student is unable to attend due to having a positive Covid test, hence in such circumstances no refunds would be available.

If you have any further questions, please contact Mr Basser for Business and Economics (ZBasser@heckgrammr.co.uk), Mrs Brooksby for Social Sciences (RBrooksby@heckgrammar.co.uk) or adminoffice@heckgrammar.co.uk.

Yours sincerely,

Mr Basser and Mrs Brooksby

Subject Leaders – Business and Economics, Social Sciences