

Information Booklet for Hyde High School Berlin 2022

Forms to be completed and signed/things to do:

- **General permissions and consent**
- **Bring passports to school by 8th November latest - the information will be needed for the airline and the passports will be kept in a secure safe at school until we depart to make sure they are not lost**

Depart 13:15 Thursday 8th December 2022 Return approx. 23:20 Sunday 11th December

We will depart from school at 14:00 by coach to Manchester Airport. The flight is departing Manchester airport at 17:30 with Easyjet. Pupils can come into school on this day in their own clothes with their suitcases which will be left in a secure place in school until we leave. The full flight details are below.

Flight EZY1895 from Manchester Airport to Berlin Brandenburg at 17:30, arriving at 20:25.

Return Flight FR1154 from Berlin Brandenburg at 22:15, arriving at 23:20.

Upon arrival at Manchester Airport on Sunday, we will be picked up from the airport by coach which will bring pupils back to school where parents can pick them up. We estimate to be back at school between Midnight and 12:30am.

Accommodation

A&O Hauptbahnhof, Lehrter Straße 12-15, Mitte, 10557 Berlin

Emergency contact information:

The school number for adults accompanying the trip is: **07815313123**

Communication

Please make sure that you check your son/daughter's mobile contract for use abroad and make sure that they understand the cost of making any calls abroad. We would recommend that pupils turn their data roaming off so they do not incur extra costs on their phone bill - some networks have data roaming for free but you would need to check with the provider what is included in your contract.

Pupils will also be given a card with the school mobile number whilst abroad which they can use to make texts/calls to us if they need to. We will also collect mobile phone numbers for all those on the trip so that we can contact them. There is free Wi-Fi available in the hotel.

Staffing

The following staff will be accompanying and supervising the trip:

Miss Williams, Miss Taylor, Mrs Eastwood, Mr Spensley and Mr Garlick

Mr Garlick is first aid trained

Pupils will be issued with a card with the contact numbers for accompanying staff as well as some key phrases in German should they need it.

Medication

Pupils should bring any medication required in a named box or sealed bag. These may be handed into Mr Garlick at school before setting off. If you have any concerns please speak to one of the members of staff before travel.

Luggage

Pupils can bring a carry on bag and a personal bag. The carry on bag should be no bigger than 55x40x20cm and weigh no more than 10kg. The personal bag must fit comfortably under the seat on the plane and must be no bigger than 40x20x25cm. There are restrictions on liquids when going through airport security.

All liquids must be in a container that holds no more than 100ml. Containers must be in a single, transparent resealable plastic bag which holds no more than a litre and measures approximately 20cm x 20cm. All liquids must fit comfortably inside the bag so it can be sealed and the bag must not be knotted or tied at the top. You are limited to one plastic bag per person and this bag must be removed from your carry-on suitcase for scanning at the airport. Liquids include:

- all drinks, including water
- liquid or semi-liquid foods, for example soup, jam, honey and syrups
- cosmetics and toiletries, including creams, lotions, oils, perfumes, mascara and lip gloss.
- sprays, including shaving foam, hairspray and spray deodorants.
- pastes, including toothpaste.
- contact lens solution and items of similar consistency

Spending Money

We are half board so breakfast and an evening meal will be provided every day excluding an

evening meal on Sunday 11th December. Our first meal will be breakfast on Friday 9th December. As we will arrive at the accommodation after evening meal on Thursday 8th December, pupils will have to buy some food at the airport before departure, this is accounted for in the budget plans below. All trips/activities have been included in the price apart from the visit to the Zoo which will cost €7.50.

A couple of suggested spending patterns are shown below as a guide to how much money you should give your son/daughter. You may wish to talk to the parents of your son/daughter's friends to aim for a similar amount of spending money.

If you would like to split your son/daughter's spending money into daily amounts this can then be handed in to the staff going for safe keeping. Money for each day should be placed inside an envelope and sealed with your son/daughter's name and the name of the day clearly marked on the outside of the envelope. These envelopes should then be put inside an A5 envelope with your son/daughter's name clearly marked on the outside. This need not be sealed. These should be handed in at school before setting off. We are recommending that your son/daughter brings between £100-150 which would approximately be €110-170

TOTAL £100 approx (must be brought in cash in euros)

Thursday: Drink and snacks at airport £10 Friday: drink and lunch £10, spending money at Christmas markets £15, train fare around Berlin £3 Saturday: lunch, any drinks & Christmas markets spending money £20, train fare around Berlin £3 Sunday: Ticket for the Zoo £7, train fare around Berlin £3, lunch £20, snacks and drinks at the airport £10 Souvenirs for week (optional) £5

TOTAL £150 approx (must be brought in cash in euros)

Thursday Drinks and snacks at airport £15, Friday drink and lunch £15, spending money at Christmas markets £25, train are around Berlin £3 Saturday lunch, any drinks & Christmas markets spending money £35, train fare around Berlin £3 Sunday Ticket for the Zoo £7, train fare around Berlin £3, lunch and snacks throughout the day £30, snacks and drinks at the airport £15 Souvenirs for week (optional) £15

Rooms

The rooming list is not yet finalised. Pupils will be in same sex rooms with other pupils from their year group or a year above or below where room sizes are not possible. Pupils will be in room sizes of 4-8 and lists will be finalised nearer the departure date. Bedrooms will be out of bounds during the evening other than for sleeping as pupils can socialise in the social area in the hotel.

Evening Activities

There is a social area in the hotel which has a snack bar which is open 24 hours, karaoke, a pool table and table football where pupils will be able to socialise in the evenings. There will be other groups staying at the hotel and facilities will need to be shared with them. Pupils may wish to bring a pack of cards to play in the social area.

Supervision and Behaviour:

All pupils and parents will need to read over the permission slip and behaviour policy on the letter provided.

There will be some free time during the trip and parents will need to sign the permission form to allow pupils to be able to walk around the markets in small groups. This will only be for small intervals and pupils will be given a meeting point with staff and will also keep in touch using the staff mobile phone number. Please can the permission slip be returned to the MFL department as soon as possible.

Others

Although we strongly discourage electricals or expensive items these may be brought but at your own risk and we cannot be held responsible for any damage or loss. Please note that aerosols should not be used as these may trigger asthma.

Please be aware that there are restrictions on foods that can be brought in - the list of forbidden foods is very extensive including meat/meat products/milk and milk products. Checks will be done at airport security and banned goods will be confiscated and there may be a fine. We would suggest that you do not bring any snacks but bring money to buy any snacks you want when we arrive in Berlin. There is a 24 hour snack bar at the hotel.

Itinerary (Halsbury Travel are still finalising the order of the itinerary but the activities are certain - we will share the final version when we have received from Halsbury)

Day One:

_ 14:00 coach transfer to Manchester Airport from School
15.30 Check in for flight
17.30 Flight from UK to Berlin
20.25 Land Berlin and collect bags
Transfer to accommodation on public transport

Day Two:

Day 2
Breakfast in accommodation
Morning visit to Potsdamer Platz, the Brandenburg Gate and the Reichstag
Time to buy/eat lunch
Afternoon visit to the Checkpoint Charlie Museum
Return to accommodation in time for evening meal
After dinner group to visit the Winterwelt Christmas markets

Day Three:

Breakfast in accommodation
After breakfast group to visit the Berlin Story Bunker
Time to buy/eat lunch
Afternoon visit to Alexanderplatz, the TV Tower and East Side Gallery
Return to accommodation in time for evening meal

Day Four:

Check out and breakfast in accommodation
Morning visit to Berlin Zoo
Lunch at a restaurant near Berlin Zoo
After lunch visit to Kaiser Wilhelm Memorial Church & the nearby Christmas markets
Take public transport back to the airport
20.15 Check in for flight
22.15 Return flight to the UK
23.20 Land Manchester and coach transfer back to school (estimated arrival between Midnight and 12:30am)

Clothes

It will be cold in Berlin in December so we recommend bringing warm clothes (jumpers, hat, scarf, gloves), a big coat as well as comfortable shoes. We will be doing a fair bit of walking so pupils need to make sure they are wearing shoes that they can walk in well.

Packing list (this is not a definitive list – please pack for your own needs)

Passport (these will be kept with teachers for safekeeping whilst in Berlin)
EHIC (European Health Insurance Card if still valid) or GHIC (Global Health Insurance Card)
Surgical face masks - you are still required to wear a face mask on public transport in Germany and this must be a surgical one.

To be handed in at school before departure

Money envelope if required (individual days inside one A5 envelope - all to be labelled)

For the journey/in day bag

Euros / English money for use at the airport
Comfortable clothes for travel
Headphones (if required)
Travel sickness tablets if required
Take note of restricted food and do not take prohibited snacks

To be packed in luggage (please pack LIGHT due to airline luggage allowances)

Warm clothes - jumpers, sweatshirts, jeans, joggers, hat, gloves, scarf
Pyjamas
Underwear
Suitable footwear for walking
Toiletries - remember no liquids over 100ml and they must be kept in a clear resealable bag
Camera if required
Phone
Charger for phone + European adapter
Medication in it's original labelled packaging with a copy of the prescription
Cards / book for the journey if required