



January 2019

Dear Parent/Guardian

**Re: Year 11 German GCSE Students – 28<sup>th</sup> March 2019**

We would like to invite Year 11 German GCSE students to spend one day visiting the Europa Centre, at Havering Adult College. The aim of the visit is to build students' spontaneous speaking skills, along with their fluency and confidence in speaking. This will prepare them for their GCSE speaking assessment in which they will have to answer unexpected questions.

The main part of the visit will involve our students in common scenarios such as role-plays in shops, a theft or a missing person. There will also be an 'Arrival Lounge' to prepare students for the session and a plenary 'Departure Lounge' session in which students will be able to reflect on their experience.

We will travel by coach to and from the college, leaving school at 0930 and returning at approximately 1700. Students will be supervised by staff at all times during the trip. Your daughter should bring a packed lunch and refreshment with her.

The cost of the trip will be £39.00, which includes the workshop, transportation, administration and insurance. We reserve the right to cancel the visit should there be insufficient support. If the trip is oversubscribed then a ballot will be held and those not successful will receive a full refund. This payment is non-refundable if your daughter decides to drop out at a later date. **Payment for the trip** needs to be made via WisePay **by the deadline date of Thursday 28<sup>th</sup> February 2019**; simply login to your WisePay account for details. If you need a reminder of your WisePay login please e-mail [n.hopkins@holt.wokingham.sch.uk](mailto:n.hopkins@holt.wokingham.sch.uk). In the case of severe financial hardship please contact Mrs K Royle, Assistant Headteacher, who may be able to put you in touch with agencies that could help or to discuss the situation with you.

Making payment will be deemed as you giving your consent for the trip. However, if the school receives Pupil Premium funding for your child, then please do not make a payment, and give your consent here <https://www.surveymonkey.co.uk/r/PP2018-19>

If any details that we hold for your daughter (medical details, contact details) are out of date, please ensure you update these as soon as possible using the SIMS Parent App, and ensure this is always kept up to date.

Yours sincerely

Miss V Dovaston  
Acting Head of German