



BHASVIC

Berlin Residential Trip

Year 1 Visual Arts A Level

Monday 7th July – Thursday 10th July

30 places

£596

Please note that this trip is running in Skills Week.

Berlin is a fascinating city of immense beauty, with a thriving and vibrant cultural scene and a complex history. It is made up of an eclectic mix of artistic districts and is best known for its striking contrasts; historical buildings stand alongside modern architecture. Berlin is today one of the world's leading tourists, economic, trade fair/exhibitions and cultural-sports centres, and its influence in commerce, education, entertainment, media, fashion, science, and the arts all contribute to its status as one of the world's major global cities. During our stay we will be visiting Hamburger Bahnhof – National Gallery of Contemporary Art/ Gropius Bau Gallery/ Neue National Gallery and East Side Gallery at the Berlin Wall.

We will explore the city's defining features and have opportunities to soak up the artistic quarters, visit smaller galleries and absorb the rich culture and ambience of this fantastic city that possesses an enormous, creative energy. Students should bring sketchbooks and cameras to record their experiences, and this work will feed directly into their A2 Personal Investigation

We hope your young person can join us for this exciting trip, please see the following pages on how to sign-up and pay.

Any questions please don't hesitate to contact Trip Leader, Alex Jones, a.jones@bhasvic.ac.uk

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The cost of the trip is £596. This includes - Return flights Gatwick to Berlin/ 3-nights half board accommodation at the A&O Berlin Mitte/ all entrance fees to museums/ galleries/ public transport costs in Berlin/ BHASVIC trip insurance. 5% BHASVIC emergency contingency (any remaining contingency monies will be refunded after the trip)

The following is not included in the cost of the trip: Travel to/ from home to Gatwick Airport/ Lunch/Snacks & drinks outside of mealtimes

How to sign-up

To make sure that all students interested in joining this trip get a fair chance of getting a place we ask that you complete a sign-up form via this link. [Residential sign-up form](#) This does not secure you a place at this stage.

One application per student please and only put the students name down if you are sure they are 100% committed to going on the trip. **The deadline to sign-up is by midday on Sunday 10th November**

We will then review numbers and if the trip is oversubscribed, we will randomly pick 30 students for the 30 places. We will then email parents/ carers to let them you know if the student does/ does not have a place. Those that don't will go on a waiting list. Those with a place will then need to pay the deposit to secure the place.

You will need to have your BHASVIC Parent Pay account set-up in advance to avoid any delays in payment if you are offered a place. Parents were emailed in September with their unique activation code, if you have not seen this email, you may find it in your junk mail. If you cannot locate the email, please contact cashdesk@bhasvic.ac.uk and ask for it to be reissued, please include the full name of the student in the email

Paying the deposit (once allocated a place)

Please make sure you read the terms & conditions at the end of this letter before proceeding with payment.

Once you have received the email confirming the students place on the trip you will be able to log into your BHASVIC Parent Pay account and pay the initial deposit of £150 by midday Wednesday 13th November. Payment of the deposit secures the place on the trip. If the deadline is missed for deposit payment, then the place will be offered to a student on the waiting list

Remaining balance

Once the deposit has been paid you can pay the remaining balance of £446 in 3 instalments via Parent Pay by the dates shown below. You can also make intermittent payments before those dates or pay in full.

Monday 2nd December £148

Monday 3rd February £149

Monday 3rd March £149

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What happens next

Once you have paid the deposit, we will email parents/ carers a link to the online Residential Trip Form. This form collects emergency contacts/ medical details/ passport information (if applicable). Completion of this form is a requirement for the student to participate in the trip. All information is stored in line with GDPR and will be deleted after the trip is completed. Students will be required to complete a separate Code of Conduct form for the trip.

There will be a trip meeting for students held nearer the departure date where they will have an opportunity to meet the group and the Trip Leaders, ask any questions and receive the Trip Pack which will give them all the travel details/ emergency contacts whilst they are away. We will also email this pack to parents/ carers.

Terms & conditions

1. At the time of writing the cost of this trip is correct. There may occasions where elements of the trip will be affected by price rises which are out of BHASVICs control. In these instances, this cost will be passed to the parent/carer. BHASVIC will make sure we inform the parent/ carer of any price increase in a timely manner & will ensure any additional cost is kept to a minimum.
2. If the student wishes to withdraw from the trip, please email the Trip Leader & trips@bhasvic.ac.uk
3. If you choose to withdraw the student from the trip at any point, any monies paid will only be refunded if:
 - a. If we can fill the space from the waiting list. Please note not all trips will have a waiting list, in this instance we will advertise the trip to the relevant cohort one additional time to find a replacement. If we cannot fill the space, you will not receive a refund.
 - b. Any student from the waiting list being able to pay all monies outstanding in one payment
4. Final instalments need to be paid within 30 days of the stated due date. If payment is not made within this period, then BHASVIC reserves the right to withdraw the student from the trip & retain all monies paid for the trip thus far.
5. If a student withdraws from a trip and student names have already been submitted to a travel company or airline, then any cost incurred to replace that student/ or change details will be charged to the withdrawing parent/ carer
6. The student's parent/ carer will be asked to input their passport details (if applicable) via the Residential Trip Form. It is the parent/carers responsibility to make sure this information is correct & to arrange a new passport if necessary. BHASVIC is not responsible for any mistakes made whilst imputing passport details or for failure to renew a passport by time of the trip departure. Any cost incurred to correct mistakes will be charged to the parent/ carer.
7. In the incident of the refusal by immigration in the country of destination or refusal to board in the UK, cost to return the student home with an accompanying teacher will be charged to the parent/ carer. In instances where a passport renewal is not received in time for trip departure, BHASVIC will not refund any paid monies.
8. We will check if any student has any AI / ALS / Safeguarding / Medical Needs / Health and Safety Issues and PEEPS that the trip leader/s should be aware of just for the duration of the trip. This information will be collected via an online form & all is stored in line with data protection laws and will be deleted after the trip is completed.