

12 May 2026

Dear Families

CEW Cologne Trip - July 2026

We are excited to write to you this final time with arrangements and requirements for our upcoming trip.

We will be holding a parental information evening on Tuesday 02 June 2026, 6.00pm - 7.00pm in the main hall, please enter via reception and sign in on arrival. At the meeting, we will share the finer details of the trip as well as go through the aims and expectations of the visit. Please ensure that you and your child attend.

In preparation for our departure, we need to collect your child's passport details. This information is required by our tour operator who, in turn, needs to pass it onto relevant authorities. Please take a clear photo of the relevant passport page, ensuring the photo includes the boundaries of the passport and drop this into school for the attention of Miss Talbot in the general office. You may also email the photo to Mr Thompson and/or Miss Talbot at cthompson@sackvilleschool.org.uk or ktalbot@sackvilleschool.org.uk. Please can we have this information as soon as possible and no later than Monday 18 May.

We have SEND and medical information for your child/ren based on information you have already shared with us. However, if there have been any changes to this recently, then you must inform us as soon as possible so that we can update our records and ensure we have the most up to date and accurate information for your child. Please email changes to Mr Thompson at the email address given above.

In order for you to be fully informed we have tried to break our trip down for you and have provided an itinerary below.

Luggage and clothes - the weather is normally warm in July in Cologne, though July can also be one of the wettest months, so please pack accordingly.

- Please make sure you bring comfortable/suitable footwear as we will be doing a lot of walking. Please also ensure you bring suitable clothes, appropriate length garments and garments that protect you from UV
- Please also bring some sun cream
- Do not forget to bring a euro travel adapter and charger
- You are allowed one rucksack for food on the coach and to carry your water bottle. A small holdall is advised for the rest of the luggage with dimensions no greater than 50cm x 30cm x 30cm. **No peanut or nut related products are allowed to be taken on any school visit.**
- You are advised to bring a contactless card, preferably a Mastercard to get the best exchange rate. Travel, insurance and visits have been included in the cost of the trip. However, we are staying on a half-board basis, so please provide money to pay for lunch for the three days. There may be an opportunity to climb the South Tower of Cologne Cathedral which will incur a small charge and is not included. Payment for any further purchases (souvenirs and so on) must be met by the student. We predict you may spend in the region of 75 euros.

Student Meeting - We will meet as a student body to go over final bits and pieces nearer the time. It is imperative that your child/ren attends.

Rough overview of the trip below (all times are approximate and local):

Wednesday 15 July	Thursday 16 July	Friday 17 July
Meet at school: 04.30am Expected Arrival in Cologne: 3.00pm	Itinerary: <ul style="list-style-type: none">• Visit to Cologne Zoo	Check-out: 8.00am Estimated arrival at school: 11.00pm

We will have a trip phone number in case of an emergency and you need to contact us. We will email this to you the week before the trip, students will also have this for the duration of the trip. Student phones are planned to be removed at night time for this trip and returned each morning.

We are thoroughly looking forward to spending time with your child and exploring Cologne.

Yours sincerely

Mrs Sam Ellis
Trip Leader
Head of Attenborough

Mr Craig Thompson
Trip Leader
Teacher of Languages

Mr Martyn Johnson
Trip Leader
CTL of Geography