**BERLIN 9TH - 12TH JULY 2019**

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| **TUESDAY 9TH JULY** | |
| 4:45am | Meet coach and load luggage  Depart for Heathrow airport  **Bring snacks for the journey!** |
| 7am | Arrival, check in, go through security and buy food and drink.  **Bring money for brunch and drinks at airport/on plane.**  **You MUST eat something substantial as DINNER ISN’T UNTIL 7PM!**  **Do not leave bags unattended.**  **BA baggage: 1 x hand luggage (56cm x 45cm x 25cm) AND 1 x checked bag 23kg**  **PLEASE READ ALL NECESSARY INFORMATION BELOW TO AVOID DELAYS AT AIRPORT:**  **British Airways Hand Baggage**  <https://www.mybaggage.com/shipping/airlines/british-airways/>  **Liquids, banned and restricted items**  <https://www.britishairways.com/jba/ba/fi_FI/baggage/banned_baggag.html> |
| 10:50am | Flight BA992 to Berlin Tegel – arrival 13:45.  Meet coach for transfer to accommodation. |
| 15:15 | Check in to:  A&O Mitte Hostel,  Koepenickerstrasse 127-129,  Berlin 10245,  Germany  Tel: 004930809475200  Half board.  **Towels are not provided – please make sure you bring your own.** |
| 16:00 | Walk to Pier Alte Börse. |
| 16:45 | 1 hour cruise along the River Spree with Stern Und Kreis. |
| 17:45 | Walk back to A&O Mitte. |
| 19:00 | Evening meal at hostel.  Freetime then bed. |

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| **WEDNESDAY 10TH JULY** | |
| 7:45am | Breakfast at hostel.  **Fill or buy bottles of water/snacks.** |
| 9am | Coach transfer to Sachsenhausen concentration camp memorial. |
| 10:30-12:30 | 2 hour guided tour.  <https://www.sachsenhausen-sbg.de/en/educational-programs/tips-for-before-and-after-a-visit-to-the-memorial/> |
| 12:45 | Lunch at Remus Restaurant (near Sachsenhausen)– Schnitzel und Pommes |
| 13:30 | Coach transfer to Olympic Stadium Berlin |
| 15:15 | 1 hour guided tour |
| 16:15 | Coach transfer back to hostel |
| 18:00 | Evening meal at hostel |
| 19:00 | Walk along the East Side Gallery – short walk from our hostel. |

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| **THURSDAY 11TH JULY** | |
| 8:00am | Breakfast at hostel  **Fill or buy bottles of water/snacks.** |
| 9:15am | Travel by U-bahn to Checkpoint Charlie Museum. |
| 10am | Checkpoint Charlie Museum |
| 11:30am | Walk to Brandenburg Gate and The Reichstag via Memorial for the Uprising of June 17th 1953 and  The Führerbunker |
| 12:30 | **BUY LUNCH** at The Mall of Berlin |
| 13:45 | Walk to Memorial to the murdered Jews of Europe – 75 minute audio tour |
| 15:30 | Walk to Topography of Terror |
| 16:00 | 1 hour guided tour of Topography of Terror |
| 17:15 | Travel by U-bahn back to hostel |
| 18:00 | Evening meal at hostel |
| 19:30 | Walk to Alexanderplatz |
| 20:30 | TV Tower ascent |

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| **FRIDAY 12TH JULY** | |
| 8:00am | Breakfast at hostel and check out.  Leave luggage at hostel. |
| 9:30am | Walk to Alexanderplatz for **souvenir shopping** and **BUY LUNCH** |
| 12pm | Walk back to hostel to collect luggage |
| 13:15 | Coach travel to airport |
| 13:45 | Check in at Berlin Tegel Airport  **BUY DRINKS AND SNACKS/LUNCH** |
| 16:45 | Flight BA985 |
| 17:40 | Arrive London Heathrow |
| 18:30 | Coach transfer back to school |
| 20:30 approx. | Arrive back at school |

**IMPORTANT INFORMATION**

**WHAT TO BRING**

* Towels!
* Money for meals (in bold above)
* Berlin itself is a cheap city but the airports are more expensive.

**PASSPORT**

All students **must** bring their own **passport** and **EHIC** card. These will be collected and retained by their group leader throughout the stay to ensure safe-keeping.

**INSURANCE**

Comprehensive travel insurance is provided by Staffordshire County Council (details available on request).

**POCKET MONEY AND VALUABLES**

Money and valuables **will not** be collected by staff and will remain the sole responsibility of the individual. It is suggested that £100 (in Euros) should be more than adequate.

**LUGGAGE**

**It is the responsibility of each student to ensure that they do not exceed their luggage allowance on both the outward and homeward journeys!**

Each person on the flight will be entitled to:

One piece of hand luggage no bigger than 56cm x 45cm x 25cm including the handle, pockets and wheels. Passengers can also carry on one laptop or handbag no bigger than 40 cm x 30 cm x 15 cm including the handle and pockets (must fit under the seat). Any liquids in hand luggage must be in individual containers no greater than 100ml capacity and placed in a transparent re-sealable bag, no larger than 20cm x 20cm in size. All sharp objects must be packed in the checked luggage.

One piece of checked luggage (not exceeding 23kg) is allowed and is included within the price of the trip. The checked luggage should ideally be lockable. The checked luggage must be no bigger than 90 cm x 75 cm x 43 cm including the handle, pockets and wheels.

**We are only staying for three nights and there is very limited storage space in the rooms. Please only take what you need.**

The importing of knives, especially flick knives and small impact explosives, i.e. fireworks into the UK is illegal. The underage purchase of alcohol and cigarettes is also illegal.

**AIRPORT SECURITY**

Whilst in the airport students must stay with their allocated group leaders until we reach the departure lounge. Whilst in the departure lounge students must follow these guidelines: passports and boarding cards will be handed to the allocated group leaders, bags must not be left unattended, remain in groups of at least three at all times, report back to staff who will remain in a designated area if there are any problems, listen carefully and check monitors for any updates relating to their flights and do not leave the main departure lounge under any circumstances.

**TRAVEL SICKNESS**

Please ensure that you take medication well before travel. Please also ensure that you let us know what medication you intend to take.

**COACH TRAVEL**

Seat belts must be worn at **all** times. Please ensure that the coaches are left clean and tidy. Do not leave anything on the coaches used during the trip.

**CONDUCT**

A very high standard of behaviour will be expected at all times. We place particular emphasis on courtesy, following instructions and punctuality. It is vital that all meeting times are strictly adhered to.

**EMERGENCY TELEPHONE NUMBERS**

It is vital that we have an emergency telephone number which will be contactable at all times. Please notify us of any changes between now and the departure date. The group leader emergency telephone number and the hotel telephone number are for **emergency contact only**. These numbers must not be used to keep in contact with your son or daughter.

**THE HOSTEL**

No student will be allowed to leave the hotel without staff permission and supervision. Students will be expected to behave responsibly and to treat hotel staff and other guests with respect and courtesy.

**FIRE DRILL**

Full details of the hotel emergency evacuation procedure will be given upon arrival. In case of fire or the sounding of the fire alarm, everyone should proceed immediately and calmly to the nearest fire exit and assemble in the designated areas.

**ROOMING**

The A&O Mitte Hostel Berlin will only release final rooming details seven days prior to the departure date. Student sharing requests will be accommodated whenever possible.

**FOOD AND DRINK**

It is essential that everyone eats well throughout the trip. The accommodation is on a half board basis and the A&O Hostel chain caters for the teenage palate. Students are encouraged to try the local food during the visit. Please ensure that we are aware of any specific dietary requirements.

**WEATHER**

Berlin can be very warm in July and students need to account for this when packing and bring plenty of lightweight clothing, suncream and hats. Sensible footwear will also be vital as there will be plenty of walking as we explore the city. New shoes are not recommended.

**SUGGESTIONS OF WHAT TO PACK**

**HAND LUGGAGE**

Money and food for the outbound journey.

Comb/hairbrush.

Travel pillow.

Medication and toiletries (following the British Airways guidelines).

Travel pillow.

Pens and pencils.

Workbook and notepad.

Reading material.

Mobile phone.

Camera.

Travel games.

**CHECKED LUGGAGE**

Towel (these are not provided at the hotel)

Nightwear.

Underclothes and socks.

Jeans and trousers.

Trainers and (comfortable!) shoes.

T-shirts and shirts.

Jumpers and hoodies.

Hat/cap.

Suncream.

Empty drinks bottle (for water during the day on visits)

Toiletries.

Electrical items (e.g. hairdryers).

Travel plug.

Chargers.

Plastic bags for dirty washing.

**MEDICAL INFORMATION**

It is vital that we have up-to-date details relating to medical conditions and medication.

**BEFORE YOU GO TONIGHT…**

Please complete the Staffordshire County Council medical form and hand in to your son/daughter’s group leader.

We will happily discuss any specific concerns which you may have relating to medical conditions.