



17<sup>th</sup> April 2026

Dear Parent/Carer,

Thank you for booking your child onto the upcoming school trip to **Berlin**. We're delighted with the interest shown and are confident that this will be a rewarding, educational, and memorable experience for all involved.

As we move forward with the planning, there are a few important next steps:

1. **Passports**

Please ensure your child brings their **passport** to **Miss Gallagher** by the 20th May 2026. We will **photocopy** the passport for our records and return it promptly. Additionally, you are able to email a photograph of the passport to Miss Gallagher ([k.gallagher@passmoresacademy.com](mailto:k.gallagher@passmoresacademy.com)). If your child does not currently own a passport, please start the application process as soon as possible and inform Miss Gallagher.

2. **GHIC (Global Health Insurance Card)**

We strongly recommend that each student has a **GHIC card**, which allows access to necessary healthcare while in Europe. We will **photocopy** the GHIC card for our records and return it promptly. If your child doesn't already have one, you can **order a free card** from the **NHS website** here: <https://www.nhs.uk/ghic>

3. **VISAs**

If your child holds a passport that is **not British or from another European country**, you may need to apply for a **Schengen VISA** for travel to Germany. Please check the requirements as early as possible and begin the application process if necessary. Please note: Ensuring students have a VISA is the responsibility of parents and not the school.  
<https://uk.diplo.de/uk-en/01/embassy/>

Should you have any questions or require support with any of the steps above, feel free to contact us directly.

Thank you again for your support and cooperation. We look forward to sharing this exciting journey with your child.

Yours faithfully,

Miss K Gallagher

Trip Leader