



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

Dear parents,

**Re: IB: Historical and Cultural Trip to Berlin, Germany
Sunday 4th October to Monday 12th October 2015**

As a part of the History and Music, Arts, and Drama curricula, we are looking forward to the upcoming trip to Berlin, Germany from 4th October to 12th October that your son or daughter has signed up to participate in.

Through this trip we aim to promote a greater understanding of key topics in the IB History curriculum such as Hitler's Germany and the importance of Berlin to the Cold War. In addition, we hope that the different cultural activities such as visiting art museums will enhance pupils' appreciation of the German culture and broaden their international mindedness.

Your son or daughter will be expected to meet on Sunday 4th October at one of two places: the school, at 3.30 pm where we will take a van to the airport; or, if the pupils are participating in Rancho, they should arrange for transport directly to the airport and aim to arrive at 4.45 pm. Under no circumstances should pupils go through customs before meeting up with the group, in order to keep the group together. The return flight arrives at Guarulhos Airport at 5.20 am on Monday 12th October. A coach will then take all pupils to School with our estimated time of arrival back at School being 8 am. If a parent would prefer to meet their son or daughter at the airport to take them home, they should let us know before our arrival.

Most activities will take place in central areas of Berlin and we recommend that pupils bring clothing appropriate to walking in an urban centre: smart casual clothes for seven days. Remember that the climate in Berlin is usually slightly cold and cloudy in October (highs of 15°C and lows of 7°C) and therefore pupils should try to dress in layers, which will allow them to adapt to the changes in temperature. Pupils should also avoid bringing jewellery and electronics. Optional evening activities will be announced closer to the trip and pupils may opt to participate in the activity but will need to pay separately.

Our party will be staying at the Holiday Inn Express Berlin Centre hotel. While we will have coach service on some days, we ask that pupils bring money for riding the public transport system in Berlin as this is one of the easiest ways to move about the city. About 3.50 Euros per day should be sufficient to cover the use of the public transportation. Also, breakfast and dinner is included in the price of the hotel, but pupils will need to bring enough money for lunch. On average, about 15 Euros per day is sufficient for lunch, but pupils may want to go out for dinner to nearby restaurants so that needs to be taken into individual consideration.

FUNDAÇÃO ANGLO BRASILEIRA DE EDUCAÇÃO E CULTURA DE SÃO PAULO

ESCOLA BRITÂNICA DE SÃO PAULO

Rua Juquiá, 166 – Jardim Paulistano – CEP 01440-903 – São Paulo – SP – Brasil

Tel.: (5511) 3087-3399 – Fax: (5511) 3087-3398

E-mail: head@stpauls.br



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Our trip is organised by Chão Nosso, an agency with years of association with St. Paul's School. The group will be led by Mr Joshua Bolland (Head of History), supported by Mrs Maria Cristina Pentreath (Head of MAD).

The telephone number of the school mobile that we will be taking for this trip is: (11) 99943-6474. This should only be used in an emergency. Parents should also make sure that their son or daughter's mobile phones are able to receive international calls before the trip commences if they want to contact their children directly.

Please help us to guide our pupils in appropriate behaviour on this trip. St. Paul's School values and standards (in particular, those relating to the consumption of alcohol, tobacco, etc.) must be upheld at all times. In addition, pupils will be expected to adhere to our schedule of activities and to our "lights out" and "wake up" times.

Lastly, Brazilian Federal Law requires us to take a notarised copy of each pupil's ID or Birth Certificate or Passport. Normally these are kept with Dávinni. If we do not have one then parents must provide one to the school before the trip. Also, two notarized copies of the travel authorization form for children who have not reached their 18th birthday before the trip must be completed. Please use the annexed copy at the end of this letter as it has the information completed for Mr Bolland who will be responsible for the pupils. Please fill this out and **return the two notarized copies of the forms to Mr Bolland by Thursday 1st October 2015.**

MEDICAL & CONTACT INFORMATION: Parents must make sure the medical information and emergency contact information we hold about your child is up-to-date and contains all the relevant information for going on this trip. When the contracts were sent to parents last term we asked you to check the contact and medical information. If this has changed since then please inform us.

We must also remind you that any breach of the school rules may result in your child being asked to return to São Paulo at the family's expense.

Yours sincerely,

Mr Joshua Bolland
History Department
jdb@stpauls.br

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Annex 1: Additional Information from Chão Nosso

1. BOARDING AUTHORIZATION FORM

Whenever a minor travels unaccompanied, a notarized permission letter to travel with the signature of both legal guardians is required. Personal attendance is not required, that is, the consent letter does not require the presence of the guardians. Two (2) copies are required: one shall be left with the *Polícia Federal* (Federal Police) when embarking, and the other shall be carried by the pupil throughout the trip. The authorization form is attached to this letter and two notarized copies should be given to Mr Bolland before the trip.

2. MEETING AT THE AIRPORT

On 4th October, there will be a mini-bus in front of St. Paul's School at 3. 15pm. It will leave for the airport at 3.30 pm. The other option is go straight to Guarulhos International Airport.

We will meet at the Airport at 4.45 pm in front of the British Airways counter.

A member of **Chão Nosso** staff will be available to assist with check-in procedures.

3. HOTEL

Our group will stay in Berlin at the Holiday Inn Express Berlim City Centre.

http://www.ihg.com/holidayinnexpress/hotels/us/en/berlin/berab/hoteldetail?cm_mmc=GoogleMaps- -ex- -DEEN- -berab

The address is:

Stresemannstrasse 49

Berlin 10963

Germany

[Tel:+49](tel:+493056794734) 30 567 947 34

4. LOCAL GUIDES

We have hired the services of local guides, who will assist us with specific issues in Berlin, where we will provide local tours run in English.

Our Local Guide:

Matt Robinson: +49 176 2991 3011

Brazilian Embassy at Berlin: (+49) 30 72 62 80 // brasemb.berlim@itamaraty.gov.br

<http://berlim.itamaraty.gov.br/en-us/embassy.xml>

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TCBC 24 hours – emergency: Mila Chastukhina: +372 56 8888 07

5. LOCAL HOSPITALS

St Joseph Krankenhaus (a children's hospital/Kinderklinik)

Tel: +49 30 78 820

Wüsthoffstraße 15, Tempelhof

12101 Berlin

www.sjk.de

6. VISA

Every Brazilian citizen may enter Berlin without a visa and may stay there for up to 90 days.

For this reason, we request that, in case of dual citizenship, the Brazilian passport is used.

7. INTERNATIONAL HEALTH INSURANCE

Our group will be travel insured by GTA, under the Bronze category. Its coverage includes:

BENEFITS AND SERVICES	COVERAGE RANGE
Accident Medical Care (per event)	USD 6,000
Illness Medical Care (per event)	USD 6,000
Medical Care on pre-existing medical condition	USD 300
Dental Care	USD 200
Pharmaceutical Assistance (per event)	USD 150
Sports Practice Coverage	USD 300
Extension of Hospital Admission	5 days
Free Emergency Transfers	YES
Legal Assistance	USD 1,000
Bail Out Assistance	USD 5,500
Luggage Insurance	USD 450
Trip Cancellation	USD 1,000
Convalescence at a Hotel (5 days maximum)	USD 50

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Medical Repatriation	USD 6,000
Death - Repatriation of Bodies	YES
Monitoring Minors	YES
Monitoring Elderly People	YES
Round-trip airfare for a relative	YES
Family Accompanying Member (accommodation for 5 day maximum)	50,00
Return Trip Guarantee	YES
Expenses due to Flight Delay or Cancellation	USD 300
Accidental Death Life Insurance	R\$ 15,000

Should you wish to request an upgrade, please contact us via email: sylvia@chaonosso.com.br. The tax difference will be charged directly to the requesting family.

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Annex 2: Itinerary

St. Paul's School – Berlin 9 days, 2015 Tour schedule

	Sun 04 OCT	Mon 05 OCT	Tue 06 OCT	Wed 07 OCT	Thu 08 OCT	Fri 09 OCT	Sat 10 OCT	Sun 11 OCT	Mon 12 OCT	
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	
MORNING	15h30 Meet at school to depart for GRU airport	11h20 arrive in London	Depart hotel Guided walking of Berlin (main sights, approx 3 hrs)	Deaort hotel by coach Wansee Conference house guided tour	Colditz Castle tour (packed lunch included)	Depart hotel by coach	Jewish Museum Guided visit	Depart Hotel Guided walking tour of Berlin with focus on Cold War (approx. 3 hrs)	Check out and depart Story of Berlin museum visit	05h20 Arrive in Brazil
AFTERNOON		13h15 depart London Heathrow Flight BA 984 16h00 arrive Berlin Tegel	Lunch DDR museum guided tour	Lunch Guided visit to Sachsenhausen Concentration Camp		Lunch	Stasi Prison guided tour (with coach)	Bauhaus Art Gallery	19h15 Depart Berlin Tegel Flight BA 987 20h10 arrive London Heathrow	
EVENING		20h00 depart Brazil on BA 240	Transfer to hotel for check in Dinner Overnight in Berlin	Dinner Reichstag Dome visit Evening Activity (Optional) Overnight in Berlin		Dinner TV Tower visit Evening Activity (Optional) Overnight in Berlin	Dinner Evening Activity (Optional) Overnight in Berlin	Dinner Museum Haus Checkpoint Charlie visit Overnight in Berlin	Dinner Evening Activity (Optional) Overnight in Berlin	

FORMULÁRIO DE AUTORIZAÇÃO DE VIAGEM PARA MENOR TRAVEL AUTHORIZATION FORM FOR MINOR

(APRESENTAR O PRESENTE DOCUMENTO ÀS AUTORIDADES BRASILEIRAS QUANDO SOLICITADO // THIS DOCUMENT IS TO BE PRESENTED TO THE BRAZILIAN AUTHORITIES WHEN REQUIRED)

1 - IDENTIFICAÇÃO DO MENOR MINOR IDENTIFICATION		() 1ª. Via		FOTO RECENTE RECENT PHOTO OPCIONAL OPTIONAL
Nome Completo FULL NAME		() 2ª. Via, conforme art. 8º. da Res. 131/2011 do CNJ		
Natural de (cidade, estado, país) PLACE OF BIRTH (CITY, STATE, COUNTRY)		Data de Nascimento DATE OF BIRTH		
		Dia DAY	Month MONTH	Year ANO
DADOS DO PASSAPORTE DO MENOR MINOR'S PASSPORT INFORMATION			Expedido em ISSUED ON	
Número NUMBER	Órgão Expedidor ISSUING OFFICE	Dia DAY	Mês MONTH	Ano YEAR

2 - INFORMAÇÕES DOS PAIS PARENT'S INFORMATION				
Nome Completo do Pai FATHER'S FULL NAME		Nacionalidade NATIONALITY	Data de Nascimento BIRTHDAY (dd/mm/aaaa)	Profissão OCCUPATION
PASSAPORTE PASSPORT	Órgão Expedidor/Local ISSUING OFFICE / PLACE	Expedido em ISSUED ON		
Número NUMBER		Dia DAY	Month MONTH	Year ANO
Nome Completo da Mãe MOTHER'S FULL NAME		Nacionalidade NATIONALITY	Data de Nascimento BIRTHDAY (dd/mm/aaaa)	Profissão OCCUPATION
PASSAPORTE PASSPORT	Órgão Expedidor/Local ISSUING OFFICE / PLACE	Expedido em ISSUED ON		
Número NUMBER		Dia DAY	Mês MONTH	Ano YEAR
ENDEREÇO Rua / Avenida, número, apto ADDRESS Number, Street, Apt.		Cidade, Estado CITY, STATE		
Zona Postal ZIP CODE	País COUNTRY	Telefone TELEPHONE	E-Mail	

3 - DADOS DA VIAGEM TRIP DETAILS		VALIDADE DA AUTORIZAÇÃO / VALIDITY	
<input type="checkbox"/> O MENOR VIAJARÁ MINOR WILL BE TRAVELING <input type="checkbox"/> DESACOMPANHADO UNACCOMPANIED		até / UNTIL 13/10/2015	
<input checked="" type="checkbox"/> Sob a responsabilidade de (completar abaixo) UNDER THE RESPONSIBILITY OF (FILL IN BELOW)		(dia/day) (mês/month) (ano/year)	
		(validade máxima de 2 anos / not to exceed 2 years)	

4 - IDENTIFICAÇÃO DO ACOMPANHANTE (SE FOR O CASO) GUARDIAN IDENTIFICATION (IF APPLICABLE)			
Nome Completo FULL NAME		Parentesco RELATIONSHIP	
Joshua David Bolland		Professor	
Rua / Avenida, número, apto STREET ADDRESS		Cidade, Estado CITY, STATE	
Rua Juquiá, 166		São Paulo, SP	
Zona Postal ZIP CODE	País COUNTRY	Telefone TELEPHONE	E-Mail
01440-903	Brasil	11 3087-3399	jdb@stpauls.br
PASSAPORTE PASSPORT		Expedido em ISSUED ON	
Número NUMBER	Órgão Expedidor ISSUING OFFICE	Dia DAY	Month MONTH
491099608	United States of America	05	01
		Year ANO	
		2012	

5 - RECONHECIMENTO NOTARIAL E CONSULAR NOTARY'S CERTIFICATION							
ATENÇÃO: O(s) genitor(es) que NÃO acompanha(m) o menor deve(m) assinar e reconhecer sua(s) assinatura(s) perante o Notário Público. ATTENTION: PARENT(S) NOT TRAVELLING WITH THE MINOR MUST SIGN AND HAVE THE SIGNATURE(S) NOTARIZED.							
Local PLACE	Dia DAY	Mês MONTH	Ano YEAR	Local PLACE	Dia DAY	Mês MONTH	Ano YEAR
Assinatura do Pai FATHER'S SIGNATURE				Assinatura da Mãe MOTHER'S SIGNATURE			
Notary Public: Please validate signees using one stamp per signature. Please sign and indicate your State and Comm. Expiration.							