

MEMO—Office of the Principal

Date: December 6, 2011
To: Dr. Kent Mutchler
From: Tom Rogers
Re: Out-of-Country Trip to England



We are requesting permission to participate in an Out of Country Field Trip to England for Spring Break 2013. The purpose of this trip is to provide an educational and cultural experience that will reinforce and enhance our English III curriculum and cultural appreciation. It will provide students with a unique opportunity to learn and interact with professionals in our content area.

1. Trip Dates: March 23, 2013 to March 31, 2013
8 days and 7 nights
Final dates subject to Board approval
2. Number of Students Attending: Approximately 14 to 24
3. Transportation: International Air Carrier / Casterbridge Travel Group
4. Cost of Trip: Approximately \$3900.00
5. Adult Chaperones: Mr. Phil Ralston and Mrs. Heather Peters
6. Goals:
 - a. Students will explore places of significance that are connected to literature in the English III curriculum: such as Beowulf, King Arthur and Shakespeare.
 - b. Students will learn what life was like during the medieval period through the middle ages. Students will make many literary connections throughout the spectrum of English literature.
 - c. See attached tentative itinerary for additional details.

14 October 2011

Phil Ralston
Geneva High School
416 McKinley Ave
Geneva, IL 60134

Dear Phil:

Thank you very much for your inquiry with Casterbridge Tours. We are delighted to learn of your interest in our programs. We pride ourselves on custom designing travel programs for the preferred dates, destinations, and themes of each and every group we serve. In light of this, we would be pleased to personalize any of our sample itineraries, or to tailor an itinerary specifically for your group's unique needs and requirements.

What Is Enclosed

1. A **Proposed Itinerary** and an **All-inclusive Quick Quote** for the program. Your proposal will include an itinerary overview and a detailed day-by-day itinerary describing the sightseeing content and a quick quote page featuring all items included in the proposal.
2. A full **Folder of Information** on our touring programs. We hope you will find our materials as colorful and inspirational as they are informative. It is our aim to deliver an interesting and stress-free touring experience, from the first planning stages through the completion of your tour. Please do not hesitate to advise us of your touring preferences and parameters and, at your convenience, allow us to answer your questions about Casterbridge and your prospective tour with us.
3. A list of some of our **Casterbridge Group Leader References**.
4. An **Information and Enrollment Guide**. You will note that Casterbridge is at pains to eliminate the innumerable contingencies that can be entailed with other educational tour operators. To learn just how favorably Casterbridge Tours compares with other operators, please read the enclosed ***Casterbridge Comparison Points***.
5. A copy of **Cross-Cultural Connection Options**, which can be added to your customized itinerary. We believe that the most enduring travel impressions are forged when you have the chance to meet and mingle with local people as they go about their daily lives – to experience, first-hand, their unique customs and cultural traditions. To this end, **Cross-Cultural Connection Options** offers you opportunities to venture beyond the typical tourist experience to gain a deeper appreciation and understanding of the life of the people in your chosen destination.

Discover a World of Difference

Because our fundamental mission is to reliably deliver a truly rewarding travel experience for all of our participants, **Casterbridge does not combine groups**. In fact, our standard and superior practice of conducting a **private tour exclusively for each group** has been a hallmark of Casterbridge Tours for over 30 years now. The unique advantages of touring with Casterbridge that would be relevant for your group's tour are as follows:

- Our success and experience has taught us that private, independent tours are inherently **safer**, more **educational**, more **flexible**, and more **personally satisfying** for each participant. It is your tour, your itinerary, and your tour manager/guide.
- We can custom-design your itinerary around your own themes and educational priorities to create a touring program that most ideally suits the **personal, educational, cultural, and budgetary** requirements of your group.
- We offer flight arrangements that most closely match your **group's preferred travel dates** and **guarantee your travel dates** at the time of booking. Your flights will always be on **regularly scheduled flights of major carriers**. We never use chartered flights. Furthermore, Casterbridge can often hold seats for your group (up to 11 months before departure) while you recruit participants to your group.
- There are **no "fine print" costs with Casterbridge**. Unlike many other tour operators, we charge **no "add-on" fees** for tour registration or 'membership,' weekend or adult supplements, airport taxes and fuel surcharges, or optional excursions and admissions. The Casterbridge practice of **all-inclusive pricing** becomes even more important if you are considering a varied and comprehensive educational itinerary.
- Every Casterbridge group tour undeniably benefits from its own exclusive **tour manager/guide**, who will accompany you from airport arrival to departure, will stay at your hotels with you overnight, and will eat dinner with you. Your tour manager will meet you at the airport, along with your own exclusive tour bus and driver. He or she is trained to handle all the logistics of your group tour, is always available to advise your group tour on local evening activities, and can provide you with the additional peace of mind for which we are so well known.
- We often use the expertise and perspective of local specialist guides for in-depth or thematic tours to major attractions. These local guides complement your full-time tour manager/guide, in order to make your group tour experience even more meaningful and interesting.
- Because you are traveling on your own private group tour, you won't have to wait at your arrival airport – often for hours – for another group (or groups) to arrive. You will not be shuttled around on a tour of local hotels dropping off other groups. Instead, your group can take full advantage of both your arrival day and your departure day, enabling you to make the most of your limited time overseas.
- We can customize your hotels to fit your specific tour itinerary. We always use quality 3-star (on occasion 4-star or superior 2-star) tourist-class hotels that are **clean, safe, and convenient**, and that normally reflect the charm and character of the area you are visiting. We use twin or, on occasion, triple rooms (if you have an odd number of a gender). In capital and major cities, we use **centrally located hotels** that make sightseeing and the use of public transport (cost always included) easy and efficient.
- We feel that **cuisine native** to the country or region you are visiting is an integral part of any touring experience. As such, we provide **quality meals** that feature authentic cuisine. **Breakfast** is included at the hotel, as are dinners in the provinces. In capitals and some large cities we include **dinner in local restaurants** that provide menu options in the regional cuisine.
- A Casterbridge touring program is carefully planned to offer **variety** as well as a **balance** of these elements:
 - **Educational visits** to major attractions (*admission costs always included*)
 - **Recreational activities** (*costs always included*)
 - **Cultural experiences** (*pre-arranged when possible and included in the tour prices*)

Unmatched Personal Service and Promotional Assistance

We take great pride in our efforts to give all our group leaders the **very best personal service and attention**. Most importantly, this includes the crucial period of your tour's *planning, promotion, and recruitment*. In order to make this process as easy as possible for group leaders, we can provide you with the following:

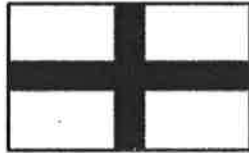
- a) **Promotional Packs** – These make an ideal handout once the tour promotion and recruitment have begun. They include a *Detailed Copy of the Group's Specific Itinerary*, an *Information and Enrollment Guide*, and a *Travel Insurance Brochure*. (Let us know how many you will require.)
- b) **Promotional Posters** – We have a large selection of posters we can provide that are ideal to place around your institution to promote your touring program.
- c) **Scheduled Meeting** – If you would like to ask questions of us in a *face-to-face setting*, or discuss your touring program with us in detail, we will be delighted to check our **visit calendar** to find a mutually convenient time to call at your institution.
- d) **Formal Evening Presentation** – If you believe that your students, their parents, or your institution's administration would benefit from a **PowerPoint** slide presentation about us and the specific sites in your selected itinerary, we will be delighted to check our **presentation schedule**. Often, a presentation by Casterbridge can make the difference as to whether a tour proceeds as planned or not.
- e) **Promotional Web Page** – We can provide a dedicated **web page** exclusively for your group, which will include a copy of the group's itinerary, contact information for those wishing to join the group, and links to our website. Once your web page has been designed, we will provide a **web link** that can be provided to any interested participants.

Feel free to contact us directly for additional information or to make any required changes to your program. We will do everything possible to ensure that your group's tour is an enjoyable and rewarding experience for all concerned.

Yours sincerely,

Aaron Neckowitz
Educational Tours Division Manager
1 800 522 2398
ANeckowitz@casterbridgetours.com

**Educational Program Designed For
Geneva High School - 114290**



**"Historic Southern England"
23 March 2013 - 31 March 2013**

Itinerary Overview

(3 NIGHTS)

DAY 1	DEPARTURE FROM CHICAGO
DAY 2	ARRIVE LONDON - WINCHESTER - WESSEX (3 NIGHTS)
DAY 3	DAY TRIP TO STONEHENGE, OLD SARUM & SALISBURY
DAY 4	GLASTONBURY, WELLS & WOOKEY HOLE
DAY 5	WESSEX - BATH - STRATFORD-UPON-AVON AREA (1 NIGHT)
DAY 6	STRATFORD-UPON-AVON AREA - WARWICK - LONDON
DAY 7	LONDON (<i>THE KINGS AND QUEENS OF ENGLAND</i>)
DAY 8	LONDON (<i>ARTIFACTS & ARCHITECTURE IN LONDON</i>)
DAY 9	DEPARTURE FROM LONDON

Casterbridge

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Accredited
Agent



"Historic Southern England"

23 March 2013 - 31 March 2013

England - England is a fascinating country with a long and rich history that continues to intrigue visitors to this day. In its earliest days the country was a consistent target for invasion and occupied by the Celts, Romans, Angles, Saxons, and Normans, all of whom left distinctive marks on the national identity. Over the centuries, its people have made a significant impact throughout the world in trade, colonization, religion, literature, art, and industry. In addition, England is a country of incredible beauty and diverse scenery. No amount of time here ever seems enough to fully experience all that the country has to offer.

Educational Tour or Visit = 

Recreational Activity = 

Cultural Experience = 

DAY 1

Saturday, 23 March 2013



Relax and enjoy our scheduled flight from CHICAGO to London.

DAY 2

Sunday, 24 March 2013

Our 24-hour Casterbridge Tour Manager/Guide will meet us at the airport and remain with us until our final airport departure.



We will have use of a private coach and driver, while touring for the next 5 day(s).



Winchester was once the capital of ancient Wessex, as well as the administrative center for the Anglo-Saxon kings until the Norman Conquest. The city is connected with Arthurian legend and is the resting place of one of Britain's most beloved authors, Jane Austen.



Visit the remains of **Winchester Castle** where a round oak table, *King Arthur's Round Table*, is attached to the wall.



Visit **Winchester Cathedral**, a historic medieval cathedral possessing the longest nave in Britain. This incredible structure is the resting place of many important British figures, most notably the author Jane Austen.

We will continue to Wessex (Area), our base for the next 3 night(s). Breakfast and dinner will be included at the hotel.

DAY 3

Monday, 25 March 2013



Visit mysterious **Stonehenge**, a large circle of stone lintels and megalithic pillars, and one of the most impressive prehistoric monuments in Britain. Constructed approximately 5,000 years ago, Stonehenge symbolizes mystery, power and endurance.



➤ Discover **Old Sarum**, where a Celtic hill fort, as well as Roman, Saxon and Norman strongholds, once stood. There is evidence that humans have inhabited the site since 3000 BC and it is mentioned in some of the earliest records of the country.



The charming city of Salisbury was founded in the 13th century after the settlement of Old Sarum was abandoned. The surrounding lush fields and rivers were a marked improvement over the former arid hill-top location. Today, Salisbury has largely preserved its medieval, Tudor and Queen Anne architecture, giving the city a delightful elegance.



➤ Visit **Salisbury Cathedral**, one of the finest medieval cathedrals in Britain. It is well-known for having the tallest spire in the country, which we may climb if we wish. Our visit will be highlighted by the cathedral's 13th century octagonal Chapter House, which displays the finest of four surviving original texts of the *Magna Carta*.

DAY 4

Tuesday, 26 March 2013



Glastonbury is a town shrouded in Arthurian myth and rich in mystical association. The town was once one of the most important destinations for pilgrims in England. The most notable and popular landmarks, Glastonbury Tor and the Abbey, are all associated with the stories of King Arthur, the Holy Grail and Joseph of Arimathea.



➤ Explore the ruins of **Glastonbury Abbey**, reputed burial place of King Arthur and site of the first Christian church in England. A cutting from the famous Glastonbury Thorn, said to have miraculously sprung from the staff of St. Joseph of Arimathea, grows within the abbey grounds and continues to astonish visitors by flowering each Christmas.



➤ Climb **Glastonbury Tor**, located in the area known as Avalon in Arthurian legend, where it is said that Joseph of Arimathea brought the Holy Grail.



Wells is named after St. Andrew's Well, the sacred spring that bubbles up from the ground near the 14th century Bishop's Palace, residence of the Bishop of Bath and Wells. It is famous for its magnificent cathedral, but also has a charming museum featuring prehistoric finds from the impressive cave complex of Wookey Hole, located nearby.



➤ Visit beautiful **Wells Cathedral**, highlighted by 365 medieval statues of kings, knights and saints on the West Facade, as well as the unique scissor arches in the interior.



We will also stroll along the **Vicar's Close**, one of the oldest complete streets in Europe.



Explore **Wookey Hole**, an extensive cave system once inhabited by Iron Age and Celtic peoples. The caves have given rise to numerous myths and legends and are a popular place to spend an afternoon. They are also used to mature the famous English cheddar of the region.

DAY 5

Wednesday, 27 March 2013

Today we will travel from Wessex to the Stratford-upon-Avon Area. En route we will explore Bath.



Bath is a unique and beautiful city. The Romans turned it into England's first spa resort and brilliant architects created the Neo-Classical facades that fill the city and recall its Georgian and Victorian golden age. Jane Austen lived here and the peaceful beauty of the city inspired several of her works.



Visit the **Roman Baths**. They are extremely well-preserved and feature four main areas: *the Sacred Spring, the Roman Temple, the Roman Bath House* and *the Museum*. Step into the *Pump Room*, a set of elegant chambers built above the old Roman baths. The core of the Pump Room is the Grand Chamber, which looks down onto the old Roman Baths and we may have the opportunity to sample some of the spa's natural spring water.



Take a **Walking Tour** through historic Bath, where we will see: the spectacular façade of *Bath Abbey, Pulteney Bridge*, featuring wonderful views of the city and the River Avon, the *Circus* and the *Royal Crescent*, one of Britain's finest streets.

We will continue to the Stratford upon Avon (Area), which will be our base for the next 1 night(s). While here, we will enjoy breakfast and dinner at the hotel.



Situated on the banks of the Avon River, Stratford-upon-Avon is one of England's most beloved towns. Its history dates back to the Roman period, but its current appearance is as a charming Georgian and Tudor Revival market town that eagerly embraces the era of its most important former resident, William Shakespeare.



Visit **Shakespeare's Birthplace**, a half-timbered house preserved to reflect family life in the 16th century. The birthplace also contains a museum dedicated to the bard's life. The modern **Shakespeare Centre** was built next door to commemorate the 400th anniversary of the Bard's birth. Next we will visit **Anne Hathaway's Cottage**. The cottage provides a rare insight into the life of a

family in Shakespearean times, and many of the original furnishings are preserved inside the house.



- Stop for a brief visit to **Holy Trinity Church**, the parish church where both Shakespeare and his wife, Anne Hathaway, are buried. It is located in an attractive setting on the banks of the River Avon.

⊞ This evening we will watch a **Performance at the RSC theater**. (*subject to performance schedule*)

DAY 6

Thursday, 28 March 2013

Today we will travel from the Stratford-upon-Avon Area to London. On the way we will visit Warwick.



Warwick, the county town of Warwickshire, lies upon the River Avon. According to tradition, it was founded in A.D. 914 and the name 'Warwick' means 'dwellings by the weir.' The most popular landmark is Warwick Castle, although the town center is also known for its historic architecture, which includes a mixture of Tudor and 17th century dwellings.



- Visit imposing **Warwick Castle**, surrounded by gardens, lawns, and woodland where peacocks roam freely. This is one of England's finest castles and our tour will include the State Rooms, Great Hall, armory, dungeons, torture chamber, ramparts and a ghost tower.

For the next 3 evening(s) we will enjoy the convenience of our centrally-located London hotel, where daily breakfast will be included.



London is the largest city in Europe: quite a feat, considering its location on a relatively small island. London's location is perfect for an administrative, communications and trade center, as the Romans realized when they founded their city in AD 1st century. London is filled with countless historic and cultural treasures that meld seamlessly in this exciting, contemporary city.

⊞ In London, the cost of public transport is included for all group sightseeing. Escorted by our guide, we will be able to experience the city in the same manner as the local people.



- Visit the **Shakespeare Globe Theater Museum**, housed in a reconstruction of the original theater that closed in 1642 and dedicated to the experience and international understanding of Shakespeare in performance. The museum explores the costumes, special effects, music, and printing and publishing process during the Shakespearean era.



Explore the **British Library**, containing 12 million books, manuscripts and other items. The library's fascinating collection includes such items of historic and literary interest as two of the four surviving copies of the Magna Carta, a Gutenberg Bible, Nelson's last letter to Lady Hamilton, the journals of Captain Cook, a copy of *The Canterbury Tales* from 1410 and manuscripts of *Beowulf*. Almost every major author, including Hardy, Dickens, Austen, Brontë, and Keats, are represented in the section devoted to English literature. We can also view the *Diamond Sutra*, dating from 868, said to be the oldest surviving printed book.



Take a leisurely **Walking Tour of Westminster and Whitehall**, including Trafalgar Square, Whitehall, Horseguards Parade, Parliament Square, Downing Street, St. James's Park and Buckingham Palace.



We will enjoy our evening meal together in a local restaurant.

DAY 7

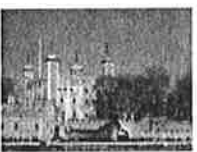
Friday, 29 March 2013



Visit **Westminster Abbey**, where English kings and queens have been crowned since 1066. Our Blue-Badge Guided Tour will include the *Royal Chapels*, containing the tombs of the English monarchs, as well as *Poets' Corner*, featuring memorials to many famous British literary figures.



Enjoy a **Thames River Cruise**, a relaxing way to view many of London's most magnificent sights. Our trip will take us past the Houses of Parliament and Big Ben and under the famous Tower Bridge.



Visit the **Tower of London**, one of Britain's most fascinating and important historical structures. Begun as a fortress by William the Conqueror, the Tower is now primarily associated with the legendary figures imprisoned and executed here over the centuries. Our visit includes the armories, a display of instruments of torture and execution and the breathtaking *Crown Jewels Exhibit*.



This evening we will dine in a local restaurant near to **Piccadilly Circus** and **Leicester Square**, two of London's most vibrant and lively areas.

DAY 8

Saturday, 30 March 2013



Explore the **British Museum**, one of the most comprehensive collections of art and artifacts in the world. Highlights of our visit will include the Rosetta Stone, the discovery of which led to the deciphering of hieroglyphs; the Elgin Marbles from the Parthenon in Athens; and the Sutton Hoo Treasure.



Enjoy some free time to shop and explore **Oxford and Regent Streets**, the places to find the very finest brand-name world-class department and fashion stores.



Visit **St. Paul's Cathedral**, Sir Christopher Wren's Renaissance-style masterpiece. Our visit will include an ascent to the *Whispering Gallery*, an acoustic marvel in which the faintest whisper can be heard clearly on the opposite side, plus time at the *American Memorial Chapel*. If we are lucky, we will be here when the massive organ fills the entire cathedral with breathtaking music.



Enjoy dinner this evening in **Covent Garden**, home to some of the city's liveliest restaurants, pubs and cafés.



Attend a **West End Theatre Performance**.

DAY 9



Sunday, 31 March 2013

Our rewarding and enjoyable tour comes to an end as our guide accompanies us to the airport on our final day.

TOTAL PER PERSON TOUR COSTS BASED ON NUMBER OF FULL PAYING PARTICIPANTS

What is Included:

- * Round trip airfare with a major carrier on scheduled flights and guaranteed dates
- * Airport taxes/fuel surcharges (**currently \$600.00 but subject to change until ticketed**)
- * Accommodation in three star (occasional 4 star or superior 2 star) tourist class hotels with private facilities guaranteed throughout
- * Continental breakfast and dinners throughout your touring program
- * A Casterbridge Tour Manager/Guide to accompany your group 24 hours a day from arrival to departure
- * All excursions, cultural activities and (several pre-booked) admissions as per your itinerary
- * The expertise and perspective of local guides during your tour
- * Transportation by private coach for airport transfers and touring, except in the capital city, where public transport is used (and the cost included) for group sightseeing
- * Free places in shared twin rooms for group leaders (as per number of full paying participants stated)

This Does Not Include:

- * Lunches or beverages with meals
- * Visas (if required)
- * Tips and gratuities for the guide and driver (or cruise staff if applicable)
- * Any fees that might be imposed by the airlines at the airport for checked baggage
- * Travel insurance - Casterbridge offers a comprehensive Travel Insurance Policy to all participants. This Policy includes **Health, Cancellation and Property** coverage and costs \$71 for those 30 years or below on tours of 6-10 days (\$102 for tours of 11 or more days) and \$112 for those aged 31 years or above on tours of 6-10 days (\$133 for tours of 11 or more days). This travel insurance is **gratis** for all free group leaders. **Each passenger must be covered by a Health Insurance policy whilst on a Casterbridge tour.**

Geneva High School - 114290 <i>(Subject to final airfare confirmation)</i>	Full Paying Participants	Additional Free Places	Price in USD
(a) There are no registration fees, optional excursions or adult supplements to be added.	32	4	3,348
	30	3	3,307
(b) This proposal is valid until 11 January 2012 or until 90 days (23 December 2012) before departure (whichever comes first) and this tour cannot be operated in its present format with fewer than 10 participants.	24	3	3,472
	20	3	3,631
	18	3	3,722
	16	2	3,698
	14	2	3,842

Your currency level is guaranteed up to £1 = \$1.650.

