



14th June 2011

Rhineland 2011 Year 9 Trip to Germany

Dear Parents,

I am writing to give final details of the visit.

Preparation:

1. Briefing evening for Students and Parents – Thursday 23rd June 2011

We are holding a preparatory briefing for students before the visit to prepare them and ensure they get full benefit from the trip. **This meeting is compulsory for students who do not need to wear uniform; a parent is also required to attend.** The meeting will be held in the Old Library on Thursday 23rd June 2011 from 6:30 – 7:30pm. The evening will include final instructions on any last minute details.

2. The Rhineland Trip

Spending money and currency:

We have tried to budget for all admission charges to museums, etc., in the sum charged for the visit, and a packed lunch will be provided each day we are in Germany. Students will therefore only need money for snacks/souvenirs, and will therefore need a maximum of £50 spending money. Students are responsible for making their own arrangements for converting pounds to foreign currency. Students should not bring travellers cheques.

Equipment:

This is a working trip and opportunities for wearing anything other than comfortable outdoor clothes are likely to be limited.

Large radios or cassette players are not to be brought on the trip: while MP3s without external speakers are allowed, the students will be directed to leave them in the hotel. The same restrictions on use will apply to mobile phones. Please bear this in mind as security of such buildings can never be totally guaranteed. There will be a video on the coach and films appropriate to this age group. Possession of alcohol, cigarettes, or any dangerous item is obviously expressly forbidden. Students should bring **one** small suitcase/bag/rucksack, and **one** item of hand luggage only.

Passports and European Health Insurance Cards and Medical Forms:

All students should by now be in possession of a full British passport. If your child has had a passport for a while please make sure it will be valid at the time of travel. **The passport must be brought to the briefing evening. Students must also bring on the briefing evening their European Health Insurance Card allowing free medical treatment abroad.**

Students with particular medication needs should ensure they have adequate medicine for the duration of the visit. If a child uses an epipen please provide a second one for staff to keep on the coach.

No student may take part in the trip if they have been in close contact with an infectious disease in the 7 days before we depart. This means that if a member of the child's family has had symptoms of H1N1 Flu in the seven days before departure they cannot travel, in case they get ill while we are away, which would be a substantial problem in caring well for them and safeguarding others from cross infection. The child may not travel if they have been unwell with a flu like illness in the week before travel unless they have had 48 hours completely free of symptoms before departure.

Dietary information:

Please confirm to me on the briefing evening if your child has either a food allergy or is a vegetarian / vegan

Insurance:

Students are covered by the travel company. Details of the policy will be available on the briefing evening.

Rooming:

While we have advanced guidance about what rooms we will have, this can sometimes turn out to be not the case on arrival. Students will organise themselves into room groups on site once we have final information.

Withdrawal:

Any student who wishes to withdraw from this point onwards is likely to lose all money paid, unless it is for a certified medical reason which is covered by the visit insurance. A student involved in a serious disciplinary incident in school might, even at this late stage, lose their place on the trip.

Discipline:

Students on foreign visits are ambassadors for the school and for their country. Behaviour will be exemplary at all times. This applies especially during periods of free time that will be given. Student conduct on this trip has always been exceptionally good, and I do not expect any problems from the students in the party this year. Nevertheless, I have attached a "Code of Conduct" which we will be expecting, and ask that you join us in making your child well aware of what we expect and what consequences they might face if they fail to live up to that standard. In periods of free time under "remote supervision", there will be a strict requirement that they stay in groups of at least 3.

Photography:

We intend to use the school digital cameras to take pictures of students during the visit. A selection of these may be put on the school website, although students names will not feature. If you do not want your child's picture to appear on the website please let me know.

Return to school:

Students will re-start school at 0840 on Wednesday 13th July. **NO YEAR 9 STUDENTS HAVE SCHOOL ON TUESDAY 12TH JULY.** This trip, the Normandy trip and the Brittany Trip which takes all of Year 8, are going to return very late on 11th July. The Head's view is that the 25 staff and 280 students involved need some time to recover, and blocking these year groups off school for the day allows school staff to attend to other important work on that day especially visiting students in Year 10 on work experience.

Staff:

Participating in this visit in addition to myself will be Ms Thomas, Mrs Williamson, Mrs Lingham, Mrs Tolley, Mrs Pearson, Ms Gregson-Williams and Mr Boylan.

Please do not hesitate to contact me at the school should you wish me to expand on any of the information in this letter.

Yours sincerely,

Mr C Kidd
Trip Organiser

Check the action that you need to take:

- Find your child's passport
- Find your child's European Health Insurance Card
- Bring to the briefing evening on 23rd June

Itinerary:

Thursday 7th July:

Meet at School at 0615 at the Aim Higher entrance. PLEASE PARK ONLY IN THE "GREEN" CAR PARK TO THE LEFT OF AIM HIGHER DRIVE. Please be quiet for the sake of our neighbours and boarders. The coach will be in the pull-in bay outside Goddard block.

Coaches **will depart at 0645** to Dover. The P&O Ferry leaves at 0940 and will arrive at Calais at 1210 local time. We then drive to Boppard and estimate arrival at the hotel at 1800. Dinner will be the first meal provided; students will need packed meals or money to buy food on the journey. The address of our accommodation is:

**Hotel L'Europe
Mainzerstr. 4
56154 Boppard
Germany**

Tel: 0049 6742 8020

Please only telephone the hotel in an emergency.

Friday 8th July:

We depart the hotel after breakfast, and will drive to the Chair Lift in Boppard where pupils will have the chance to take in the view. We then move on to Burg Eltz Castle where we will have an tour of the castle interior and the grounds. After lunch, we then travel by coach to Koblenz to join a Rhine cruise which will return us to Boppard. Dinner will be served at the hotel.

Saturday 9th July:

After breakfast, we will depart from the hotel for Cologne. In Cologne, pupils will have a guided tour of the city centre and will have the opportunity to climb the cathedral tower. Pupils will then have some free time within the city before making our way to the Lindt Chocolate Museum. In the evening, we will return to the hotel and after dinner, staff will host a games night for pupils.

Sunday 10th July:

We depart the hotel after breakfast and will drive to Phantasialand Theme Park. We will spend the day here before returning for dinner to the hotel. In the evening, there will be a disco for pupils.

Monday 11th July:

We will leave the hotel at 1000 to take the 1805 P&O Ferry from Calais to Dover. The estimated time of arrival in Harpenden is 2100. Should it become apparent that we will be substantially later or earlier, students will be given the chance to telephone you on the way up from Portsmouth.

Year 9 Rhineland Visit - Code of Conduct

All pupils taking part on the trip must observe the following.

- **Listen** and **act upon** instructions given by any adult member of the group.
- **Fasten seat belts** in coaches on every occasion.
- **No chewing** at any time. Dispose of **litter** in bins provided.
- **Listen to the safety instructions** on board the ferry and do not disturb other passengers by noisy behaviour in public areas.
- **Cross roads carefully**. Remember to use crossing points such as traffic light crossings whenever possible.
- **Be punctual** at all times. Take note of any timings given.
- Respect the **privacy of others**. e.g. use shower facilities only at times allocated to you
- **Respect others**. Stay in your own room after lights out. After lights out there must be **no noise** before 7am the next morning.
- **Do not run along corridors** and **do not lean out of open windows**.
- **Always stay in groups of at least three pupils** when given free time to look around a town.
- **Remember to wear a hat, apply sun cream and drink water** if the weather is hot and sunny. Skimpy clothing which increases the risk of serious sunburn must not be worn for long periods outside.
- Be **polite and courteous** to everyone you meet. Do not use bad language. Use this as an opportunity to practise your German. 'Guten Tag!', 'Danke!' and 'Bitte!' go a long way.
- **DO NOT BRING OR ATTEMPT TO BUY ANY OF THE FOLLOWING ITEMS; Alcohol, tobacco, drugs, knives, bangers, fireworks, lighters, laser pens, B-B guns, illegal substances or any other item identified by staff on the trip.**

Minor misconduct overseas would be dealt with on the trip by means of loss of privileges, withdrawal of free time, setting additional work tasks or community service.

Serious misconduct would result in **severe sanctions** being applied.

Pupils may be sent home and parents asked to collect a pupil from the centre at their own expense. Serious misbehaviour may also preclude pupils from taking part in other school trips, or lead to an exclusion from school.