



30th May 2019

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Dear Parent/Carer

London KS3 English Residential Trip (June 27th / 28th 2019)

As the date of the trip approaches, we are pleased to be able to share the details for the trip with you. Please note that, due to the policies of individual venues, some activities will not be confirmed until 2 weeks before departure. All details listed below were correct at the time of going to print, should any changes occur you will be informed via email or text message.

Please take the time to read all of the information below as it will give you everything you need to know regarding your child's experience with us.

As the trip is an overnight one, we are required to have an up-to-date medical consent form so that we are aware of any medical needs which have emerged since the start of the academic year. If there have been any changes to your child's medical needs since September, please request a new form from reception, sign and return the attached blank medical consent form to Miss Godzicz in classroom C32 no later than Monday 24th June.

Contact Information

We assume that, should you need to contact your child during the trip, you will do so using mobile phones; however, should you need to contact a member of staff please use one of the numbers below.

		Mobile contact
Trip Leader	Miss G. Godzicz	07599 976485
Deputy Trip Leader	Mrs J. Nelson	07756 831481

Please ensure that your child has a charged mobile phone with them on the trip and they know the number for it. At the student meeting, we asked students to write their personal mobile phone number onto a sheet of paper. These numbers will only be used if a member of staff needs to contact them on the trip at a time when they are not being directly supervised (i.e. during the visit to Warner Brothers Studios), or in case of emergency. Staff will only contact these numbers using the school mobile phones listed above. Once we return from London, the record of numbers will be destroyed.

Planned Itinerary

Day 1:	Thursday 28th June 2018
03:15 hrs	Meet at the school to load luggage ready for departure
03:30 hrs	Depart from school via coach
11:30 hrs	Shakespeare's Globe including Tour, Exhibition and 90 minute drama workshop
14:30 hrs	Group to board the coach and depart
15:30 hrs	Arrival at hotel
16:15 hrs	Group to depart via coach for dinner in Leicester Square area
17:15 hrs	2 Course Meal with Soft Drink at Bubba Gump's Restaurant
18:30 hrs	Group to walk the distance between Bubba Gump's and the Lyceum Theatre for a performance of 'The Lion King'
19:30 hrs	Performance begins
22:00 hrs	Group boards coach to return to the hotel
22:45 hrs	All students in bedrooms and lights out

Day 2:	Friday, 29th June 2018
07:30 hrs	Staff to wake students up
08:00 hrs	Continental breakfast will be served at the hotel After breakfast group to check out of the hotel and load luggage into the coach
09.30 hrs	Bedroom check and check-out of the hotel
10:00 hrs	Group to depart for Harry Potter Studios
11:30 hrs	Warner Bros Harry Potter Studio Tour
15:00 hrs	Group to depart for Cornwall
22:00 hrs	Estimated arrival back at school

Coach Information

Coach Company	Address	Telephone	Emergency
Roselyn Coaches	Middleway Garage St Blazey Road PAR Cornwall PL24 2JA	Office: 01726 813737	Office: 01726 813737

As you will see on the itinerary, the coach will be available for loading from 3.15 am on the morning of Thursday 27th June ready for a prompt departure. Please ensure that your child is at the bus park (North Site) for this time. Our drivers and our coach will remain with us for the duration of the trip but we recommend that students do not leave valuables on the coach at any time.

Seating will be allocated by year group. Year Nine students will have first choice of seats and then Year Eight will choose theirs. These seats should be kept for the whole of the trip to avoid conflict and also to allow teachers to check attendance more effectively.

Students may choose to sit next to whomever they like, however teachers will make adjustments should behaviour become an issue.

This trip does feature a lot of coach travel; if your child suffers with travel or motion sickness that they take medication for, please clearly signal this on their medical form. All medication should be given (in its original box) to staff on the morning of the trip and must be clearly named with dosage indicated.

Hotel Information and rooming

Hotel / Centre	Telephone	Board
Premier Inn London Earls Court (Kensington) 11 Knaresborough Place London SW5 0TJ	020 7370 9251	Bed and Breakfast

Rooming will be organised prior to our departure. Accommodation will be in twin or triple or en-suite rooms. At the student meeting we asked students to indicate who they would prefer to be in a room with. We will make every effort to room students with their friends; however, due to logistics, we cannot guarantee that everyone will get their first choice. We will confirm rooming arrangements two weeks before departure. If your child is unhappy with their rooming arrangements, please tell them to speak to Miss Godzicz before the trip as alterations cannot be made on arrival.

The hotel rooms are equipped with WiFi and landline telephones. Please note that these are not free to use. To avoid generating a bill (that will need to be paid on departure), we recommend that students use their own mobile phones and data for contacting parents.

Expectation for Behaviour

Whilst away, students will be ambassadors for our college and as such the same expectations for behaviour and conduct will be in place. We expect our students to abide by the following rules whilst away:

- No alcohol, smoking or drugs at any time.
- No offensive language or behaviour to other students, staff or members of the public.
- Listen to and respond to all requests or instructions.
- Behave in a polite, respectful and courteous manner at all times.

We are very proud of our students at Helston Community College and are looking forward to taking them on this trip. In the unlikely event that behaviour should become an issue, individuals responsible will be sanctioned, starting with 1 and proceeding through the other levels if their behaviour does not become more acceptable.

1. Temporarily having to sit with / stay with their group leader during travel/activity
2. Permanently having to sit with / stay with their group leader during travel/activity.
3. Parents contacted and removal from activity – student will remain/be returned to the coach accompanied by a member of staff.

Use of Mobile Phones

We ask that all students bring a mobile phone with them so that we can contact them in an emergency. However, casual use of mobiles should be limited and staff will ask students to restrain from consistent use of their phones to reserve battery life should they be needed in an emergency situation. Battery packs can be bought on the trip to charge devices whilst on the coach if needed.

Safety information and Emergency Procedures

We have five members of staff coming on this trip. In the interests of safety, students will be sorted into 'check-in' groups. Each group will be led by a member of staff and students will be required to 'check-in' with this teacher when getting on and getting off the coach, and at meeting points, to ensure that all students are accounted for.

A member of staff will be available to students throughout the entirety of the trip and students will be made aware of who to contact and where to find them during the night, should they need to.

At the start of the trip, students will be issued with a laminated card containing the emergency contact information of trip leaders. Students will be told to keep these with their phones and use them in case of an emergency, when not under non-direct supervision. On arrival at each location, students will be briefed on information about muster points for meeting or emergency situations.

In the event of an emergency, school procedures will be followed and parents will be contacted as soon as the immediate threat has been removed.

Medical Information and Medication

Several staff members on the trip hold first-aider qualifications and all staff will be made aware of the specific medical needs of students in their check-in groups prior to departure. If there have been any change to your child's medical information (provided at the start of this academic year) please make this clear on the up-to-date medical form. If your child takes medication regularly, please give this to Miss Godzicz or Mr Coode at the start of the trip along with instructions as to the dosage and timings of dosages (this should be clearly written down to avoid any confusion). Should their medical information change between you filling in the form and our departure, please let us know as soon as possible.

What to bring

Clothing: students do not need to wear school uniform on this trip and will need to bring clothes to cover the two days we are away. We suggest that comfortable footwear is worn as they will be doing a considerable amount of walking around venues when we are not on the coach. Dependent on the weather forecast, students will need to

bring waterproof / sun protection (we would recommend packing these anyway as British weather never can be relied upon!).

Electronics: as referenced throughout this letter, we are expecting students to bring their mobile phones with them, if they have them. If they would like to bring any other small personal electronic items (i.e. tablets, iPods etc) as entertainment for the coach they are welcome to do so but they do so at their own risk; Helston Community College accepts no responsibility for their safekeeping.

Money: all travel, B&B accommodation and activities listed in the itinerary are included in the price of the trip. However, if your child would like to bring a small amount of money to buy some souvenirs at 'The Globe' and at the 'Harry Potter Studios', they are welcome to do so. They will also need some money for food whilst we are travelling (see below). Please note that College staff will not take responsibility for any money bought on the trip.

Food: breakfast at the hotel and dinner at 'Bubba Gump' are both included in the price of the trip, but lunch is not included. You will need to provide your child with a packed breakfast and lunch for Thursday that can be eaten on the bus (i.e. nothing that requires hot water or a microwave) or some money with which they can purchase food during our service station stop. Please note that we will only be making one stop around mid-morning.

All students will need some money to buy their lunch and dinner on Friday; this may be done at the 'Warner Bros Studios' and/or a service station stop. Of course, a packed lunch can be packed in anticipation of this if you would prefer, but please ensure it is food that will last a few days without refrigeration.

I hope that I have covered all areas of the trip, but should you have any remaining questions or queries please do not hesitate to contact the college who will pass the message onto me. I aim to respond as soon as possible.

Yours sincerely

Miss G. Godzicz
KS3 English Subject Leader