

COMENIUS

“Maths Meets Art”

SLOVENIA 2014

Antona Ingoliča Spodnja Polskava is a school situated in a small village called Spodnja Polskava, near Maribor



INFORMATION BOOKLET

Sunday 28th - Friday 3rd Oct 2014
IMPORTANT INFORMATION FOR PARENTS

Dear Parent/Guardian

This booklet contains important information concerning your child's visit to Slovenia. It has been produced to provide you with details of the visit in one document.

Please keep this booklet safe so that you may refer to it both in preparation for the visit and while your child is away from home.

School visits are now governed by strict guidelines and legislation. All risk assessments are available to you on request.

The aim of this Comenius visit is to provide an educational, challenging and enjoyable experience, which introduces pupils to the culture, art and history of Slovenia - particularly looking at how Maths and Art is involved.

The main aim of the supervising staff on educational visits is to ensure the safety and well being of the group at all times. Pupils must play their own part to ensure the safety of the group and I would appreciate it if you would reiterate the codes of conduct and safety regulations contained in this booklet to your child.

I hope this information booklet answers any of your questions and queries. If you have any further questions, please do not hesitate to contact one of us at school.

Yours sincerely

Mrs Sefton / Mrs Gitton
International and Community Team

SUITABLE CLOTHING

Much of the visit takes place outside.

The average temperature in Slovenia in September is 16°C. However it is essential that pupils are prepared for all types of weather. It is recommended that pupils bring the following:

- A range of suitable clothing for both warm and colder weather, e.g. T-shirts, sweatshirts and trousers.
- A good, warm waterproof jacket.
- Sturdy boots, shoes or trainers with a good grip.
- A full change of clothes, including footwear, in case of wet weather.
- A clean pair of socks for each day.
- Casual clothes that can be easily slipped on in the event of an emergency at night in the hotel.
- A bath towel.

The luggage limit for the flight is one **8kg** for carry on hand luggage the maximum dimensions for hand luggage: 55 x 40 x 23 cm.

1 bag to be checked in **23kg** for a single bag, the maximum dimensions are 158 cm (width + height + depth).

Items of baggage that are larger or heavier than the permitted dimensions and weight or that are additional to the free baggage allowance will be carried as excess baggage for a flat fee. We will take this as hand luggage only.

MEDICAL CONDITIONS AND MEDICATION

As part of the booking process you completed a medical information section outlining any medical requirements your child.

If your child has a variable medical condition that requires a regular visit to a medical practitioner, it is important that you arrange for a check up near the time of the visit and keep the school informed of any changes in the condition as soon as possible thereafter.

PLEASE KEEP US INFORMED OF ANY NEW OR CHANGED MEDICAL REQUIREMENTS.

- If your child takes regular medication, please ensure that sufficient dosage provided for the full length of the visit.
- For ASTHMA sufferers using an inhaler, please provide a spare that can be kept by staff in the event of loss. Pupils normally carry their own inhalers.
- Please make sure all medication is clearly labelled with your child's name, with details of dosage provided. Please contact the Group Leaders in writing if you wish a staff member to administer prescribed medication.

IMPORTANT

If your child suffers from minor ailments, such as headaches, hayfever, travel sickness, it is the responsibility of the parent/guardian to provide suitable medication and inform a member of the supervising staff of medication, dosage and condition.

PLEASE NOTE THAT STAFF ARE NOT RESPONSIBLE FOR MEDICATION PROVIDED FOR MINOR AILMENTS, AND CAN UNDER NO CIRCUMSTANCES PROVIDE REMEDIES FOR THESE TYPES OF CONDITION.

SPENDING MONEY/CURRENCY

It is recommended that pupils bring no more than £80 (approx 100 euros) on the visit. I would recommend that they also bring some English money to be able to buy snacks at the airport. Breakfast, lunch and dinner are provided and activities are included in the price of the visit. HOWEVER, pupils will need to buy their buy additional snacks and drinks, also including any souvenirs they wish to take home.

Pupils will be responsible for keeping their money safe during the visit.

Pupils should keep their money on them at all times in a secure zipped pocket.

ROOMS/MEALS

Host Families:

Students staying with host families will be fed and entertained by the host family in the evenings, as well as provided with a breakfast in the mornings. Families are extremely experienced in hosting children from all over the world.

All students will need to bring their own bath towel. A European travel plug will also be needed if students bring phone chargers/ hairdryers etc.

ACTIVITIES/SUPERVISION

Enclosed in this pack is the itinerary for the visit. One qualified adult from the UK will accompany the tour. In addition to this, qualified staff from the 6 other schools will also be present during each activity.

ALL activities are either *closely* or *remotely* supervised.

In line with LEA guidelines for school visits, it is important that parents have a clear understanding of the type and extent of supervision on school visits.

CLOSE SUPERVISION is where pupils are supervised in groups by a teacher, to which they have been allocated. The pupils remain with the teacher/s who ensures that they remain within a set group/s while undertaking activities.

REMOTE SUPERVISION is when pupils remain supervised within a set area, but are allowed a greater degree of freedom to explore in groups of friends. Here, pupils will be given clear instructions on what time they have to report back to

their allocated teacher and the location of staff members within the area. There will always be a set location where members of staff can be located by pupils at any time. Pupils will be expected to be in groups of at least 3 at all times. No pupil is allowed to wander on their own. All pupils will carry a card with contact details and will be briefed on road safety whilst in Hungary.

All risk assessments are available on request.

PUPIL CONDUCT

Alongside the responsibilities of the staff, all pupils must play their own part to ensure that the visit is a safe and enjoyable one. We have high expectations of pupil behaviour whilst on our tour abroad.

EXPECTATIONS FOR PUPIL CONDUCT ARE SET OUT BELOW:

- Pupils must follow staff instructions at all times.
- Pupils must remain within supervised areas designated by staff at all times.
- Pupils should be aware of the need for sensible conduct at all times.
- When designated, pupils must stay in their own rooms.
- Pupils must report any member of the group they suspect missing to a staff member *immediately*.
- Pupils must also report unsafe behaviour on the part of others to a staff member *immediately*.

SEATBELTS

It is the LAW in all countries which are visiting that pupils must wear seatbelts on the train at all times. This is strictly enforced by the POLICE in all countries and any breach of this rule is subject to a fine.

Please could you talk to your child prior to the trip about the importance of following the above guidelines.

ALCOHOL/TOBACCO

Pupils are not permitted to possess/consume alcohol or tobacco on the visit

Pupils must make no attempt to buy alcohol, tobacco or any other product deemed to be illegal whilst abroad, or ask others to do so, even as gifts for family and friends

Any breach of these rules will be treated as a serious disciplinary offence by the school and will also incur on-visit sanctions.

MOBILE PHONES/OTHER ELECTRICAL EQUIPMENT

Electrical equipment is permitted on the trip but items are the responsibility of the pupils. We may impose certain restrictions on when and where mobile phones and MP3/Ipods can be used.

FLIGHTS BOOKED

Flight on Sun 28th September

08.45 Manchester	Lufthansa	Duration 1h 45mins
11.30 Frankfurt	Economy	Layover 0h 50mins
12.20 Frankfurt	Lufthansa	Duration 1h 15mins
13.35 Graz	Economy	

Flight on Fri 3rd Oct

19.10 Graz	Lufthansa	Duration 1h 20mins
20.30 Frankfurt	Economy	Layover 1h 25mins
21.55 Frankfurt	Lufthansa	Duration 1h 25mins
22.40 Manchester	Economy	

Check in is 2 hours before departure

COMENIUS meeting in Slovenia (DAILY SCHEDULE)

SUNDAY, 28.9.2014 :

<i>ARRIVAL OF GUESTS</i>		
12.30	Germany	Graz (arrival on the airport)
13.35	Great Britain	Graz (arrival on the airport)
18.05	the Netherlands	Graz (arrival on the airport)
	Poland	
	Italy	
	Hungary	

MONDAY, 29.9.2014 :

7.55	transport from hotel Leonardo to school Antona Ingoliča	Slov. Bistrica
8.20 – 9.15	cultural programme and presentation of guest schools	Spodnja Polskava
9.15 – 10.00	meal + coffee	
10.00 – 11.30	workshops of Comenius project »A new city«	
	mentors' meeting and socializing	
11.30 – 12.00	lunch at school (teachers and students)	
12.10 – 12.40	bus departure to Maribor	
12.45 – 14.15	Maribor town guided tour (http://maribor-pohorje.si/priporocamo.aspx)	Maribor
14.15 – 15.45	free time in Maribor	
16.00 – 16.30	return to Slovenska Bistrica and Spodnja Polskava	
	students go to their families	
18.00	teachers: dinner at agrotourism Minka Keršič	

TUESDAY, 30.9.2014 :

7.55	transport from hotel Leonardo to school Antona Ingoliča	Slov. Bistrica
8.20 – 9.05	attendance of lectures – English and German lessons	Spodnja Polskava
9.05 – 9.20	meal + coffee	
9.30	bus departure to the castle of Slovenska Bistrica	
9.50 -	castle - reception in the Mayor's Parlour (http://www.zavod-ksb.si/grad.html)	Slov. Bistrica

10.15 – 12.15	demonstration of the old lesson in the castle workshop »Fresco paintings«	
12.30	return to school Spodnja Polskava	Spodnja Polskava - school
12.45 – 13.30	lunch at school (teachers and students)	
13.30 – 14.40	debate " School systems in guests' countries "	
14.45	students go to their families teachers return to hotel Leonardo	
17.30	teachers: dinner and socializing	

WEDNESDAY, 1.10.2014 :

7.45	transport from hotel Leonardo to school Antona Ingoliča	Slov. Bistrica
8.00	departure to Technical museum Bistra Vrhnika	Vrhnika
9.30 – 12.00	Technical museum Bistra Vrhnika (visit + workshop (http://www.tms.si/))	
12.00 – 12.45	lunch	
13.00 – 13.30	departure to Postojna cave	Postojna
14.00 – 15.00	Postojna cave– butterflies, vivarium	
15.00 – 16.00	sightseeing of Postojna cave (http://www.slovenia.info/si/Kra%C5%A1ke-jame/Postojnska-jama.htm?kraska_jama=449&lng=1)	
16.15 – 18.30	departure and arrival to Slovenska Bistrica , Spodnja Polskava	driving in Slovenia
19.00	dinner for teachers in hotel Leonardo	

THURSDAY, 2.10.2014 :

7.55	transport from hotel Leonardo to school Antona Ingoliča	Slov. Bistrica
8.20 – 9.05	workshops of Comenius project »A new city«	Spodnja Polskava
9.05 – 9.20	meal and coffee	
9.20 – 10.05	workshops of Comenius project »A new city« and exhibition of products	
10.20 – 12.00	sport games- students	Vitanje
12.00 – 12.00	lunch at school (teachers and students)	
	bus departure to Maribor	
12.45 – 13.15	departure and arrival to KSEVT Vitanje	Vitanje
13.30 – 15.30	KSEVT workshop and sightseeing of the centre (http://www.ksevt.eu/Site/)	

15.45 – 16.15	departure to Slovenska Bistrica and Spodnja Polskava students go to their families	
17.45	transport from hotel Leonardo to school Antona Ingoliča	
18.00 – 20.00	dinner and socializing: guests with hosting families	

FRIDAY, 3.10.2014 :

<i>DEPARTURE OF GUESTS</i>		
3.30 (4.00)	Germany	Graz (7.00 flight)
15.30 (16.00)	Great Britain	Graz (19.10 flight)
8.00 (8.30)	the Netherlands	Graz (11.30 flight)
	Poland	
	Italy	
	Hungary	

EMERGENCY CONTACT NUMBERS

School home contact: Mrs Barbara Tibbetts
School contact number: 01977 601701

During Visit: Mrs L Sefton
Mobile: 07729528496
Mrs P Gitton
Mobile : 07808502817

PLANNING CHECKLIST

Money exchanged into Euros prior to departure.	
EHIC card applied for and taken abroad with pupil.	
Check made that sufficient required medication (if applicable) is available for the duration of the visit.	
Spare doses of required medication (if applicable) obtained from a medical practitioner. Group Leaders informed of any new or changed medical conditions (if applicable).	
Each pupil is covered by the school' s travel insurance for medical or accident. For expensive personal items pupils must take out their own insurance.	

