

# COMENIUS

## *“Maths Meets Art”*

The Netherlands 7<sup>th</sup> - 12<sup>th</sup> Dec 2014

**Alphen aan den Rijn** is a town in the western Netherlands. The city is situated on the banks of the Old Rhine. Alphen aan den Rijn is in the middle of four big cities Amsterdam, Utrecht, Rotterdam, the Hague in the **Randstad**, the West-Centre of the Netherlands, also known as the **Green Heart**.



The Students at Scala College travel and experience life and culture abroad, they are open minded and keen to develop as many skills as possible. The teachers from the college also want to offer another dimension to education

## INFORMATION BOOKLET

Sunday 7<sup>th</sup> December - Friday 12th December

IMPORTANT INFORMATION FOR PARENTS

Dear Parent/Guardian

This booklet contains important information concerning your child's visit to The Netherlands. 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 The Netherlands - particularly looking at how Maths and Science is involved.

The main aim of the supervising staff on educational visits is to ensure the safety and wellbeing 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 L Sefton

## SUITABLE CLOTHING

Much of the visit takes place outside.

The average temperature in The Netherlands during December is 6°C during the day and 0°C at night. 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.

## Flight Information and Times

### **LEEDS BRADFORD to Amsterdam AMS**

**Sunday**, 07 December 2014

**Flight:** LS205

**Departs:** 18:00

**Arrives:** 20:15

### **Amsterdam AMS to LEEDS BRADFORD**

**Friday**, 12 December 2014

**Flight:** LS202

**Departs:** 09:45

**Arrives:** 10:00

You are allowed one small piece of hand baggage weighing no more than 10kg and dimensions not in excess of 56x45x25cm, including wheels and handles. Your baggage allowance is 22kgs for each travelling customer per bag booked to be checked in on arrival at the airport.

## **MEDICAL CONDITIONS AND MEDICATION**

As part of the booking process you were asked to complete a medical information section outlining any medical requirements your child has - please complete the separate form which your child has brought home for you to sign and return.

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, hay fever, 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. The UK children may be required to bike to school, in The Netherlands it is not a legal requirement to wear a cycle helmet, if you would like your child to wear a helmet this must be packed.

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.

### **Proposed schedule visit to the Netherlands – more information to follow**

<b>Day</b>	<b>Morning</b>	<b>Afternoon/Evening</b>
Sunday		Arrival all countries
Monday	Introduction & presentations	to be announced
Tuesday	Workshop on Escher in a 17th century building situated in the oldest street of The Hague	Visit and guided tour of Escher Museum Ice skating
Wednesday	Mathematical workshop on architecture	to be announced
Thursday	Visit to Amsterdam and museums, guided tour	Amsterdam Light festival tour <a href="http://www.amsterdamlightfestival.com/">http://www.amsterdamlightfestival.com/</a>
Friday	Departure	Departure

## **EMERGENCY CONTACT NUMBERS**

School home contact: Mrs Barbara Tibbetts

School contact number: 01977 601701

Emergency Mobile:

During Visit: Miss Leanne Howe

Mobile: 07841204553

## **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).	



