

February 2018

Dear Parent/Carer

Washington DC and New York Trip - 24- 31 March 2018

The time for the trip is getting closer and I hope all of the students participating are getting ready to depart. I now have confirmed departure times for the coach leaving school and I can finally update you on the logistics for the trip.

As stated at the parents' meeting we will need to check in at Heathrow Airport by 8.35am. To get there the coach is scheduled to **depart from Heanor Gate Science College at 4.30am**. This is a very early start and, to minimise the impact of this on the local residents, please could I ask you to do the following:

- Please DO NOT arrive at school before 4.15am
- Please enter the front school car park and on arrival please turn off your engines and turn off headlights/put on side lights.
- Please do not get out of the car until the coach has arrived (if it has not already done so)
- Please keep voices down and as soon as your child has boarded the coach leave the school premises to minimise the noise. I will have to lock the gates behind the coach so we will need to be the last to leave.

I hope you understand the necessity for these requests given the time of departure and the closeness of the local housing. On the day of departure you will also be given contact information for whilst we are away, but it will also be possible to get messages to us via the hotel reception. Hotel information was included in the information booklet given out at the meeting.

We are expecting to arrive back in school on Saturday 31 March around midday, but will obviously contact you during the morning to finalise our arrival time.

Attached to this letter is a medical consent form which needs to be completed and returned to school by no later than Friday 2 March for final processing. Everything else needed for the trip is now in place including the New York Passes.

In terms of packing, as discussed at the meeting please encourage students not to bring anything that is high value or of sentimental value. The weight limit on Virgin Atlantic is 23kg in one suitcase. Since January 2003, the US Transport Security Administration (TSA) has been authorised to screen all baggage to ensure luggage security. This process includes a baggage x-ray but they may open luggage during checked baggage screening, before resealing it with a tamper evident label. The recommendation is that luggage is left unlocked to make them easier to search. If you are unhappy about doing this it is possible to buy special TSA-approved locks which can be opened by security officials with a master key. The locks can be bought from luggage shops at most airports. For more information see <http://www.virgin-atlantic.com/gb/en/travel-information/baggage/check-in-baggage/usa-baggage-screening.html>

Please also remember that there will be a lot of walking on the trip so please encourage your child to wear appropriate footwear. The long range weather forecast is fairly good for both cities but I would suggest checking before final packing and I would recommend a coat/waterproof in any event. In terms of money please make sure students do not just bring cash with them. We will be making use of the hotel safe deposit facilities but would recommend bringing a mix of cash and card/travellers cheques. There are plenty of banks and ATMs in both cities which can be accessed.

If you have any concerns or questions that you would like clarification on, then please contact me in the normal ways.

I look forward to seeing you all bright and early on the 24 March!

Yours sincerely

Mr Matt Tyler
Trip Organiser



**HEANOR GATE SCIENCE COLLEGE
TRIP CONSENT, CONTACT
AND MEDICAL FORM**



Please complete and return to Student Reception
PLEASE COMPLETE ALL SECTIONS

Student's name				RG	
Trip / Visit to	Washington DC and New York Trip				
Date(s) From	24 March 2018 – 31 March 2018		Teacher in charge	Mr Matt Tyler	
Times	Leaving at 4.30am on 24 March, returning at approximately 12noon on 31 March				

Student Contact Details

Home address					
Contact telephone numbers (for the duration of the visit / trip)					
Name		Home			
Mobile		Work			
Email					

Alternative contact	Relationship to student:				
Address					
Name		Home			
Mobile		Work			

Medical Information

Name of doctor		Tel no			
Address of surgery					

Please delete as appropriate

Does your child suffer with a medical condition that requires regular treatment?	Yes continue below	No
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My child suffers from (e.g. asthma)					
and has been prescribed the following medication	Name of medication	Dose	Frequency		

NB: if your child is on a residential visit, please ensure you include information relevant to night-time needs

My child also uses the following over-the-counter medication	Name of medication	Dose	Frequency

My child has an allergy to the following	Allergic to	Type of reaction

Please delete as appropriate

I would like to discuss my child's medical condition with trip leader	YES NO
My child has an up to date tetanus injection	YES NO
I am willing for my child to be given "over-the-counter medication" by staff e.g. paracetamol, throat lozenges, insect bite antihistamine, travel sickness tablets and sun cream/aftersun if necessary	YES NO

Any medication required should be given to the teacher in charge, clearly marked (in its prescription container if applicable) with name and full instructions for use.

Inhalers and "Epipens" may be kept by the student with spares given to the teacher in charge.

I give authorisation for my child to keep an inhaler with them and use it as required <i>(Please delete as applicable)</i>	YES NO
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Dietary Information

Does your child have any special dietary requirements e.g. vegetarian, kosher, allergies <i>(If Yes, please give details)</i>	YES NO

Additional Information

Please include any additional information as required

Photography/Video - Please tick the box if you DO NOT give permission for your child to be photographed and/or videoed for use in any school publicity material including parent magazine and the school website.	
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Declaration by Parent/Carer (or student if over 18)

- I agree to my child attending this trip/visit/activity
- I have read and completed this form and to the best of my knowledge the details given are true and accurate.
- I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I will inform the teacher in charge as soon as possible of any changes in the medical or other details between now and the commencement of the visit/trip.

Signature		Date	
Print name			



**Please sign and return the Code of Conduct Contract below,
retaining the back sheet for reference**

Trip destination Washington DC and New York trip
Dates 24 March 2018 – 31 March 2018

Student Code of Conduct Contract

Student details

SURNAME: _____

FIRST NAME (S): _____

Student consent

I have read the regulations in the enclosed student code of conduct agreement and understand that I will be expected to abide by them and be subject to the conditions they outline.

I understand that breach of these conditions could result in disciplinary procedures.

I have agreed them with my parents/carers.

Signed..... Date.....

Parental consent

I have read the regulations in the enclosed student code of conduct agreement and understand that my son or daughter will be expected to abide by them and be subject to the conditions they outline at all times during the trip.

I understand the conditions regarding student conduct and agree to the arrangement they outline including possible disciplinary procedures and further action on return from the trip.

Signed..... Date.....

PARENT/CARER (print name)

Student Code of Conduct

Please retain for your reference

HGSC seeks to provide both educational and social/recreational opportunities during school trips. Trips will include both directed time on visits and excursions, as well as informal time within the hostel/hotel and its surrounding area.

Students are required to abide by the following guidelines for both their own safety and for the general good order and organisation of the trip.

1. Students are expected to conduct themselves in a polite manner at all times and to comply with the requests and instructions of accompanying staff and other adults in the party. Students are expected to show respect for the local population and for the customs and history of the area.
2. Students are expected to be prompt for all visits, excursions and meeting for all meals. Students are required to show consideration for other hostel/hotel guests by keeping noise to a minimum in their own rooms unless there are valid reasons for doing otherwise (fire alarms, visits to the toilets etc.) they must become familiar with the fire precautions and emergency evacuation procedures of the hostel/hotel.
3. Students are expected to remain with the group and must comply with the instructions of the accompanying staff. Students are strictly forbidden to wander off on their own at any time. They must not leave the hostel/hotel area and its surroundings after dark and must co-operate fully with the safety guidance of the hotel reception and security staff. All students must return to the hotel at the time specified by the staff and report their presence to the relevant member of staff.
4. Students are expected to obey the safety regulations of the hostel/hotel staff when using hostel/hotel facilities, especially where sporting equipment or swimming pools may be concerned. They must comply with the requests of the instructors when participating in sporting activities.
5. Students must remain within the safety areas for swimming and any hire and use of recreational equipment for use in any water environment must be approved in advance by the accompanying staff.
6. While passports are locked away we do urge all students to lock other valuable items away in security boxes if available in bedrooms. It is advisable to hand in cash/valuables to the hotel reception if there is no security box in the bedroom; this also applies to i-pods and other valuable items, which we do not recommend bringing on the trip.
7. Students are strictly prohibited from purchasing or drinking alcohol at any time during the outward or homeward journeys and during our stay in the resort. This is school policy and will result in serious disciplinary action upon return if not fully adhered to.
8. Students are expected to note very clearly that they are forbidden by school regulations, and by UK law, (along with that of the country or countries to be visited) to engage in dealing, possession or use of any illegal drugs. Any instance of such conduct may result in automatic imprisonment in the country where the offence took place, criminal proceedings in the UK and the implementation of the school discipline and exclusion procedures on return.
9. Students are expected to note very clearly the regulations regarding the danger from rabies. UK law forbids the travel of any warm-blooded mammals without proper declaration to customs and the necessary quarantine period having expired. Students should note that, if they are bitten by any animal while abroad, they should report this immediately to a member of staff who will arrange for the necessary medical treatment.
10. Students are expected to note very clearly that accompanying staff cannot assume legal responsibility for students who break the law either in the UK or in the country or countries visited. Accompanying staff will also expect students to abide by the terms of the agreement. Any student who contravenes the conditions will be restricted to the confines of the hostel/hotel and in serious cases of misconduct the parents/carers will be asked to collect their son/daughter.
11. Students and parents/carers should understand clearly that expenses for such an emergency return, necessitated by misconduct, will not be the financial responsibility of the college.
12. It is also important to know that damage caused by student misconduct will be the responsibility of the student/parent/carer. Payment must be made on the trip if possible, or immediately on our return. No refund will be given for any part of the trip curtailed through such student misconduct.
13. As part of the trip experience photographs will be taken. The photographs will only use by the school for promotional/marketing purposes and as a record of the trip. Please inform the trip staff if you do not wish your child to have their photograph taken.

Students and their parents/carers are required to give their agreement to the conditions by signing the Student Code of Conduct Contract.