



BORDEN GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

December 2019

Dear Parents and Carers

Re: Year 10 Barcelona Trip Sunday, 29th March – Thursday, 2nd April 2020

I am writing with some more information regarding the above-mentioned trip. I have also attached a Consent Form to be completed and a Code of Conduct for the trip which must be read and signed by both you and your son. I cannot take a student on the trip if they have not returned these documents and I ask that they are returned by **Monday, 16th December** so that I may continue with my preparations for our visit.

Passports

Please complete the information requested on the consent form **as clearly as possible** as I will use this to supply advanced passenger information to the airline. If your son's passport has expired or will have less than 6 months on it at the time of flying please could I ask you to renew and pass me the details as soon as possible.

Insurance

We are covered by a school group policy. Full details of this policy are available from the finance office at school. Any pre-existing medical conditions will require a letter from a doctor to say that your child is fit to travel. Please do contact me if you have any queries about this.

EHIC Card

If Britain leaves the EU with a deal it will still allow the use of EHIC cards in a 'transition' period'. This card gives cover for medical expenses whilst abroad in the EU. Boys should ensure they have an up to date card with them at all times on the trip. These are free to obtain and may still currently be applied for online. (www.ehic.org.uk)

Travel Details (All times are local and 24hr)

Outbound: Sunday 29th March	Homebound: Thursday 2nd April
Depart School: 10:00	
British Airways (BA0480) LHR 14:20 BCN 17:30	British Airways (BA0481) BCN 18:25 LHR 19:45

Estimated arrival at school: **22:00**



Headteacher: Mr J R Hopkins BA (Hons) NPQH



Provisional schedule for the week. (subject to amendment)

Sunday 29th March 2020	
PM	Mini walking tour and dinner
Monday 30th March 2020	
AM	Nou Camp stadium tour
PM	Train trip to Sitges
Tuesday 31st March 2020	
AM	F1 circuit visit
PM	Coach trip to Tarragona
Wednesday 1st April 2020	
AM/PM	All day Port Aventura theme Park
Thursday 2nd April 2020	
	Cable car ride to Montjuic Shopping in city centre Transfer to airport.

Hotel Address:

Travelodge Poble Nou

Carrer de Llull, 170
08005 Barcelona.

I look forward to receiving the requested documents and will write again in Term 3 with more details regarding what to pack, how much spending money to take and with details of a parent information evening to be held in early March.

In the meantime, please do call or email me (jf@bordengrammar.kent.sch.uk) if you have any questions.

Yours faithfully



Mrs J Frost
Head of Modern Foreign Languages



CONSENT FORM

Name of Trip: Year 10 Barcelona 29th March – 2nd April 2020

Name of Student:

PASSPORT DETAILS (*EXACTLY* as they appear on the passport)

Child's name:..... Nationality:.....

Date of Birth:

Passport no:..... Country of issue.....

Date of issue: Date of expiry:.....

1b. EHIC expiry date:/...../.....

To be read and completed by parent(s)

A. Medical Confidence

1. Does your child have any food allergies or special dietary requirements (if none, state "none"):

.....
.....

2. Any other allergies (if none, state "none"):

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.....

3. Does your child have an allergy and / or medical condition which might need medical attention? If so, please give details:

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.....
.....

4. Does your child take any prescription medication? If so, please give details, including instructions on dosage/times:

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.....

5. Please indicate if your son currently has a medical care plan:

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.....

B. Parental Consent

1. In the event that my son requires urgent medical treatment I / we give consent that the supervising member of staff may authorise permission for such treatment on the advice of a medical practitioner.

2. I agree to my son (Full Name) taking part in this activity, and to the members of staff in charge acting 'in loco parentis'.

3. I / We have received and read details of the trip, including the itinerary.

4a. Emergency telephone number if trip organiser wishes to contact you during the trip:

.....

4b. Second emergency contact number:

.....

THE ABOVE CONTACT INFORMATION WILL BE HELD FOR THIS TRIP ONLY. Please ensure that if the information changes before the trip you update the trip organiser. If your contact information has permanently changed please inform the office on 01795 424192 or **trip leaders e-mail address**

5. Is there any other information, other than that given above, about your son which you feel the trip leaders should know? Yes / No (please delete appropriately). If "Yes" please give details:

.....

.....

Signed (Parent/Guardian) Date:

C. Student Consent

1. I understand that staff on this trip will carry essential travel and medical information about me (either electronically or in paper format) for emergency purposes.

2. I agree to have my photograph taken while part of the trip and that this may be used in displays at school and on the school website.

3. I understand that this information will be securely disposed when the trip returns.

Signed (student) Date:



Borden Grammar School Code of Conduct for School Visits Year 7 -11

Trip: Year 10 Barcelona 2020

1. Students are ambassadors not only for the school. We therefore expect the highest standards of behaviour at all times.
2. Students remain under the jurisdiction of the School during the visit and must follow the instructions of their teachers during the visit.
3. Punctuality and politeness from students will be insisted upon at all times during the visit. In particular students need to be sensitive to cultural differences abroad.
4. Clothing may be casual but that which is likely to offend, either through its style or its design, should not be worn.
5. Students remain responsible for their belongings and valuables whilst on visits.
6. In the hotel, hostel or campsite, students must always be considerate of all guests/staff and should not do anything to inconvenience them. Students and parents will be financially responsible for any damage caused to the room by their son.
7. Students must not leave the accommodation without the permission of a member of staff.
8. It is expressly forbidden to buy or drink alcohol during the trip.
9. It is expressly forbidden to purchase cigarettes or to smoke inside buildings or whilst taking part in any visit or activity.
10. Drug abuse is strictly forbidden. If the students may need medications during the trip, this should be given to the teacher in charge to look after. If the student has a need to carry his/her own medication, the teacher in charge should be made aware of this in advance, in writing.
11. At such times that students are given time to complete worksheets, do shopping etc; they should act responsibly, take great care when crossing the road and always remain in groups of at least three.
12. When using mobile phones and computer facilities during a school visit, the school ICT code of conduct applies. In particular, students should take care not to send messages that could be considered hurtful or likely to cause offence. Students should not give out home addresses, home or mobile phone numbers, to anyone they encounter during the visit, unless authorised to do so by their teacher.
13. Students should take responsibility for remaining aware of safety and emergency procedures outlined to them and must follow them at all times.

14. No alcohol or tobacco should be brought back into Britain from visits abroad.
 15. Dangerous items such as knives should under no circumstances be purchased or carried.
 16. Students must not do anything which is against either British law or the law of the country being visited.
 17. In the event of major breaches of the code of conduct, the school has the right to request parents to collect their son from the location of the visit at their own expense. In such circumstances, insurance cover for the costs of travel would not apply.
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For the Student

I agree to abide by the Code of Conduct and understand that appropriate sanctions will be taken if I break this agreement.

Name: (please print) _____

Student's signature: _____

Date: _____

For the Parent

I have read a copy of the Code of Conduct and understand that appropriate sanctions will be taken if my son breaks this agreement

Parent's signature: _____

Date: _____