



Headteacher: **Mr J Grant**
Sackville School, Lewes Road,
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November 2013

Dear Parent/Carer

Day Trip to Lille: Friday 6th December 2013

Payments

Thank you for your final payment for this trip. In the event that you have not yet made this payment, please could I ask that it be made as a matter of urgency.

Travel Arrangements

There are two coaches. Students will be allocated to coach 1 or coach 2. As far as possible, students in the same tutor group or same French set will be kept together. Please do not submit requests for combinations of students. Even if students are not on the same coach as some friends, there will be plenty of opportunities to meet up during the day.

We will depart from the school entrance in Bourg-de-Péage Avenue at 6.00am. Students must therefore arrive by 5.50am at the latest. We cannot wait for latecomers.

Please do not park in front of the school on either side of the road when dropping off and collecting your child. Space for two coaches is required. They also have to be able to turn. If your child is prone to travel sickness in coaches or on ferries, please provide him/her with appropriate medication.

Students are required to wear seat belts at all times when on the coach. During the ferry crossing, access to the decks will only be under staff supervision.

We expect to return to school at around 10.15pm. However, we may be early or late. It is helpful if your child has a mobile phone on the trip so that you can be contacted if necessary. Students must be picked up by their parents or let a member of staff know who else is picking them up. Under no circumstances may students make their own way home, however close they might live to the school.

Medical Information

Please find attached a medical form which you should complete and return to your child's French teacher within the next week. Without such information, your child is not eligible to travel.

Food

Students may wish to bring a small amount of food/drink with them. However, they will be buying lunch at the Christmas market in Lille, (money for this has already been included and will be given to the students in France), and we will have a restaurant meal at about 4pm. The cost of this has also been included.

Money

As food is already provided, only a small amount of money is required, maybe for a drink, a souvenir or some small presents. Money should be changed into Euros before the trip.





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Clothing

It may well be cold and wet on the day. Although there is plenty of shelter, there are several activities which take place outside, so suitable clothing must be worn.

Passports

Students travelling on their own passports will hand them in on Thursday 28th November between 8.00am and 8.25am in B13. Passports may not be handed in at any other time. Students also need to hand in European Health Insurance Cards at the same time. Failure to provide both of these will result in the student being withdrawn from the trip. Passports will be kept securely in school at all times. Students will be given their passports and European Health Insurance Cards just before we arrive back at Sackville. Please make sure that they are returned to you as soon as possible.

Some students are travelling on the collective passport. Parents of students travelling on the collective passport will have received a letter stating that an application has been submitted on their behalf. Please check that this is the case.

Insurance

Full insurance has been taken out through West Sussex County Council's approved policy. Like almost all insurance policies, any claims are subject to an excess. Students should therefore not be in possession of large amounts of money or expensive items. Whilst students may listen to music through headphones during the journey, they will not be allowed to do so when out and about in Lille.

Mobile phones

Phones are useful on such trips. However, they are not essential. Students will be involved in a photo competition during the day. A camera or phone with a camera is therefore desirable.

Contacts

In an emergency, parents can contact Mr Bolton on the school mobile 0044 (0)7801480762 or Mr Green on 0044 (0)7986 108161. Alternatively, Mr Feist, Deputy Head, can be contacted at school during school hours.

Activities

During the day, students will visit the Christmas market where they will buy their lunch, take a walking tour of the old town with a member of staff, ride on the big wheel, have time for shopping and have a meal in a restaurant. Students will be allowed short periods of free time in restricted areas. During such time, they must always be in groups of at least three. Staff will be close at hand and reachable by phone if necessary.

If any students do not wish to go on the big wheel, they will not have to. However, a booking for the whole party has been made so refunds will not be possible.

Students will be required to complete a few short written tasks during the course of the day.





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Staff

The following staff will be accompanying the trip:

Mr M Bolton

Mrs A Farrant

Mr I Green

Mrs J Hall

Mr T Leahy

Mrs G Sands

Mrs P Shipman

Mrs K Rowlingson

Mr P Street

Mr C Thompson

Thank you for getting this far! If you have any questions, please contact me on mbolton@wsgfl.org.uk.

Yours sincerely

Mr M Bolton
Trip Leader

