



Headteacher: **Mr J Grant**
Sackville School, Lewes Road, East Grinstead,
West Sussex RH19 3TY
Tel: 01342 410140 Fax: 01342 315544
Email: secretary@sackville.w-sussex.sch.uk
www.sackville.w-sussex.sch.uk



26th January 2017

Dear Parent/Carer

Madrid Work Experience Trip: 26th February – 3rd March 2017

Please make sure you have read all of the information in this letter carefully and also ensure that your child has read and understood all the necessary details. If you have any queries or concerns, please contact me directly, by phone or by email, mbolton@sackvilleschool.org.uk. As it is the half term holiday immediately prior to the trip, please contact me by email if you have any questions in the final week before the trip. On the morning of departure and throughout the trip, I will be contactable by mobile phone, see below.

Travel arrangements

We will be meeting at Gatwick North Terminal Departures at **9.30am on Sunday 26th February**. Our meeting point will be the Easyjet check-in area. Staff will have already checked students in online and will have students' boarding cards. Once all students have arrived we will drop hold luggage and proceed through security as a group.

The pick-up time on return to the UK on **Friday 3rd March will be 6.30pm**. We will meet parents at the arrivals gate. All students must inform staff before leaving. If students are being picked up by anyone other than their parents, please inform me by email before we leave for Madrid.

For exact flight numbers and times, see the detailed itinerary.

Travel within Madrid

Staff will purchase a weekly travel pass on behalf of the students. Students will use these to travel from and to the airport and to and from work experience placements every day. They are the students' responsibility and if they are lost, students will have to pay for a replacement. Staff will accompany students on all of these journeys.

Passports

Students must bring their own passport to the airport on 26th February. The passport information must match that confirmed earlier in the year. If you are unsure if the passport information I have is correct, please get in touch immediately. Students will look after their own passports during the flight, but will hand passports to staff for safe keeping once in Madrid.

EHIC (European Health Insurance Cards)

These are essential to access the health care system in Spain. All students must carry an up-to-date card. These should be kept by students on their person throughout the visit. They can be obtained free of charge from the post office or online at <https://www.ehic.org.uk/Internet/startApplication.do>. If your child does not have one, please order it today!

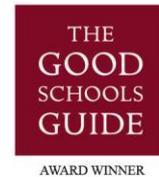
Staffing and Supervision

Mr Bolton and Mrs Kirkman will accompany the group. The group will be accompanied by staff on all metro journeys and visits, including travel to work experience placements.





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Medical and Dietary information

You have already confirmed any dietary and medical information on the consent form. If there is anything else we need to know, please contact me as soon as possible.

Please also let me know if your child will be carrying any medication which they self-administer.

Luggage

Students can take one piece of hold luggage and one piece of hand luggage on the Easyjet flights. The hold luggage has already been paid for and is included in the cost of the trip. Please attach luggage labels to hand and hold luggage. Please make sure you are familiar with the luggage restrictions published on the Easyjet website (link below). These include prohibited items in hand and hold luggage and size and weight allowances. Please note that once in Madrid, we will be travelling by metro to the hostel. We recommend that students therefore travel as 'light' as possible.

<http://www.easyjet.com/en/help/preparing-to-fly/baggage>

Money

All money must be changed into euros prior to departure. There will not be time to do this at the airport. We do not recommend that students bring large amounts of cash. Bed and breakfast, evening meals and all transport and visits within Madrid are already paid for. Students will only need money for lunches, snacks and drinks in the day.

Food

We recommend bringing food for the journey. Drinks will have to be bought at the airport or on the plane due to the restrictions on hand luggage items. The first meal will be dinner at 8.30pm on Sunday evening.

Work Experience

Students will be placed in one of two primary schools which are located close to each other in the suburban area of Jarama. Individual risk assessments have been carried out at both sites and an additional sheet is attached giving details of the site your child will be placed at.

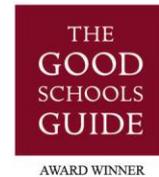
Jarama is almost an hour from the centre of Madrid by metro. We will therefore travel there every day as a group and one member of staff will remain in the local area while students are on their placements in case of emergency. Students will then reconvene with the group and with staff at the metro station at the end of the working day and travel together back to the centre of Madrid.

Whilst on their placements, students should think of themselves as a member of staff and also as an ambassador for their school and country. Each student will be placed with a specific teacher from the school and will assist that teacher with their classes and other duties. The primary schools are bilingual, that is to say that the majority of the lessons are conducted in English which gives our students the opportunity to contribute really fully. However, our students will have plenty of opportunities to speak Spanish to both staff and pupils. All the Spanish teachers have volunteered to do this and are enthusiastic about the experience, particularly as the scheme was such a success last year. I am very confident that the placements will be an excellent experience for all and that all the students on the trip will approach their work experience with confidence and positivity.





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A few practical matters regarding the work experience are summarised below:

- **Hours:** 9am-2pm Monday-Thursday and 9am-11am Friday
- **Breaks:** Students will be shadowing a specific teacher every day and will take their breaks with them.
- **Refreshments:** These are provided in the school staffrooms but we recommend that students take a bottle of water.
- **Dress code:** Spanish schools are much more relaxed than UK schools in their dress codes. Spanish teachers would wear jeans to school, for example. Students should look clean, tidy and professional. Smart casual is perhaps the best description of the dress code. Sportswear is not appropriate.

Safety and security

You will see on the itinerary that students will have periods of free time in the afternoons, during which they will be able to explore the area of central Madrid close to the hostel independently. Students will not be permitted to leave the hostel in the evening, except with the whole group. In order to ensure their safety, students must:

- inform staff if they are leaving the hostel and arrange a return time within 2 hours.
- only go out in groups of 2 or more.
- keep staff mobile numbers both in their phone and on their person.
- ensure they carry minimal valuables and do not keep any on display or in back pockets.

Madrid is a wonderful, vibrant city, and we are staying right in the heart of it. It is however a capital city, and crime, especially petty crime such as pick-pocketing is sometimes an issue.

Please note that the minimum age to buy alcohol in Spain is 18. It is also a criminal offence to buy alcohol for anyone under 18. We do not expect any of our students to be drinking alcohol on this trip, regardless of age.

Security within the hostel

Students should keep their rooms tidy and valuables, including expensive clothes, should not be on display. To ensure security, students should not socialise in each others' rooms but use the communal areas of the hostel instead. Girls will be in a room of 3 and boys in a room of 4. Rooms must be locked when students are out and keys handed in to reception. The hostel will require payment for any lost keys.

What to bring

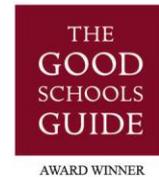
I hope that students have the initiative to work this out for themselves! Here are a few reminders:

- a towel
- European plug adaptors
- day bag
- notebook and pen
- small Spanish dictionary
- a warm coat (Madrid in February can be just as cold as the UK)





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We ask that students buy a small thank you present for the teacher who is accommodating them. If you wish to buy something typically British, it is easier to buy this before leaving for Spain, of course.

Insurance

Insurance is included in the cost of the trip and is provided through AIG. Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website at http://www.sackville.w-sussex.sch.uk/?page_id=26728.

Mobile phone contact details

Mr Bolton **07930 192367**
Mrs Kirkman **07508 045004**

Hostel details:

The Hat Madrid
Calle Imperial 9
Madrid
Spain
Tel: +34 91 772 85 72

Info@THEHATMADRID.COM

Emergency School Contact:

Mr J Keeble (Assistant Headteacher)
During school hours: 01342 410140
Outside school hours: 07801 480762

Final payment

The final payment of £80 is due on 1st February. Thank you if you have already paid this. Please ensure that this final payment is on time as we will need to change it into euros in good time. Thank you.

Meeting

There will be a short meeting for all students and parents on **Tuesday 31st January** at 5.30pm. This will take place in the Conference Room just next to the main staffroom. It is essential that all students attend and it is hoped that parents will as well. If parents are unable to attend, please let me know by return.

I would like to thank you for your support for this trip, which I am sure is going to be of great educational and personal value to the students. Please can I ask you to sign and return the attached slip to confirm that you have read the information. If you have any queries at all about the trip, please do not hesitate to contact me.

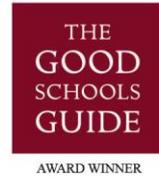
Yours sincerely

Mr Mark Bolton
Curriculum Team Leader for Modern Foreign Languages
mbolton@sackvilleschool.org.uk





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To Mr Bolton:

I confirm that I have received and read the information letter dated 26th January 2017 regarding the Madrid work experience visit. I give my consent for my child to take part in the activities described.

I have read the information above concerning insurance, and understand that the insurance provided is for school groups abroad, and that it does not include public liability insurance.

I have received the risk assessment of the work experience placement for my child and give my permission for them to carry out their work experience at this location.

Parent/Carer (please sign)

Parent/Carer (please print)

Date

Parent of

