

Abingdon School Spain Tour 5 – 12 July 2014

Important Information for parents, pupils and staff

The following information is offered to enable parents to talk frankly and openly with their sons about a number of issues concerning our trip to Spain.

It is intended to highlight some of the risks and dangers associated with our tour and about which the accompanying staff will be aware and vigilant. I should also stress that our large party will be split into manageable **supervision groups** of 7 to 12 boys and so it will be easier for us to monitor and interact with them on a regular basis when “out and about”.

1. Hygiene

- Please remind boys that personal hygiene is especially important when on tour. They should bring adequate supplies of shower gel and underarm deodorant – and expect to shower regularly at least once daily.

2. Health Matters

Mrs Stinton will be able to care for boys as necessary. Mr Stinton (MAS) and Mr Dawswell (DJD) have recently undertaken Emergency First Aid Training Sessions.

- A comprehensive **First Aid Kit** will be available.
- Any boys requiring **medication** should report to Mrs Stinton (CCDS) at the start of the trip, or at any later point when needed. Mrs Stinton has been advised in the administration of over-the-counter medication (Home Remedies Protocol).
- The **supervisors** will all be aware of the **medical** and **dietary needs** of pupils in their care.

3. Safety of Pupils

We have undertaken a comprehensive **Risk Assessment** (as we are required to do for all school trips, however short). Some of the areas that have been considered are:

- **Fire Exits and Evacuation Procedures** will be explained in detail upon arrival at the hotel.
- **Coaches with seat belts** have been requested.
- **Traffic considerations/crossing roads** should not be a major concern but pupils will be briefed and the group will be walking in supervision groups when sightseeing.
- Pupils will not be permitted to walk about individually but **always, in groups of a minimum of three**. The Lower School Group (BJLP) will be supervised and together at all times.
- Pupils will be advised regularly of **meeting points** and **times** and boys will be required to adhere strictly to them.
- Boys will be **forbidden to exit the hotel without express permission** and will be required to observe bed times.

4. Alcohol, Smoking and Drugs

The school's policy on the above will be adhered to strictly and boys will be sent home if there is any infringement of the regulations. Parents and boys should be aware of the following:

- **Alcohol may only be consumed by boys over 18 and with the consent of their parents.**
- **Possession of drugs is a very serious offence.** Parents – please stress the importance of the boys' understanding of this.
- Boys and staff must be vigilant that their **luggage is not tampered with** in any way and must report suspicions immediately to a member of staff.

5. Money Matters

- **How much to bring in and what form?** It is thought that money for occasional lunches and souvenirs should not exceed £100. Therefore a sum in €90 to €130 should suffice.
- **It is recommended to bring cash euros** (this can be obtained from Marks and Spencer). There will **not** be time for such a large group to be changing money in hotels but boys may wish to bring an emergency sum of, say, £25 in traveller's cheques that can be left safely with our tour "banker", Mr Dawswell (DJD). He is also happy to look after the cash of the younger boys.

6. Clothing

Boys will need several changes of clothes and a plastic bag for suitcases to separate used from unused garments. In addition boys will need two white shirts (minimum) for our concerts and First Orchestra/ Chapel Choir tie/ black shoes, grey trousers for concerts, as applicable.

For daytime wear, boys should bring comfortable clothes and a light waterproof. Please also pack bath towel, toiletries, sunscreen, insect-repellent, and hat.

7. Other items to bring

- Please do **not** allow sons to bring valuable cameras, ipods etc. If they do, then it is at their own risk. "Lost" valuable equipment always causes upset and disappointment.
- **Instruments and "Dampits"** (humidifiers for violins/violas) and **Mutes**.
- A chrome (or similar) collapsible music stand.
- Spare reeds/strings as appropriate.
- A **cheap digital** camera is recommended.
- Luggage should not be excessively big, please.
- A rucksack for use on journeys and when out and about.

8. Insurance

Our insurance is through the school's own insurance company ACE Europe. It covers us per person as follows:

	£
Personal Accident	25,000.00
Medical and Additional Expenses (outside UK only)	500,000.000
Personal property Money	2,500.00 250.00
Disruption/cancellation etc	2,000.00
Travel Delay	2,000.00
Personal liability	2,000,000.00

Further details from MAS at final tour meeting, 29 June, 3.30pm (Amey Theatre)

9. Communication when on tour

- Parents may contact us (in emergencies only please) by telephoning the hotel as follows.

Can Fisa Hotel + 34 93 650 00 00

Mr Stinton: 07757 434705 (mobile)

Mr Dawswell: 07557 371339 (mobile)

- Boys and staff can contact you via the emergency contacts that we now hold.
- The link at Abingdon School will be the duty members of the Senior Leadership Team. You will receive this information from the Second Master in a separate email near the time of departure.

MAS
13 June 2014