



Wednesday 3rd October 2018

Dear Parents/Carer

Year 9 Battlefields Trip, 14th - 16th November 2018

I am writing to inform you that there will be a parents' meeting for this trip in the school hall at the Stamford Raffles Campus on the evening of Tuesday 9th October, starting at 6.30pm. This will be an opportunity for me to go over our final itinerary and to pass on details of our departure on the 14th and return on 16th November. I will be covering what the students will need to bring with them to Belgium, spending money, emergency contact details and so on. There will also be an opportunity for you to ask any questions that you may have. We would appreciate it if all of the students who are going to Belgium were able to attend this meeting, accompanied by at least one adult. However, if you know in advance that you will be unable to attend please indicate this on the slip below and I will arrange for the information booklet to be sent home. On this evening, the gates leading to the playground will be open for parking.

At this stage could I also remind you to ensure that your son/daughter will need to be in possession of a valid passport and EHI card by the time of our departure, as I will not permit anyone to board the coach who is missing any of the necessary paperwork. All of the students traveling are eligible for an EHI card, regardless of nationality, and these can be applied for online, by phone, or through the Post Office. Details of how to apply for an EHI card online free of charge can be found on the Department of Health website – www.dh.gov.uk.

Please indicate on receipt of this letter whether your son/daughter will be travelling on an EU passport or not, as this is needed for the 'List of Travellers' document which can be used in place of a visa. It is also essential that I see the passport and residency permit stamp of any student travelling on a non-EU passport as soon as possible.

If your son/daughter regularly uses medication such as epipens or inhalers please provide us with a spare and ensure that they have another on them when we travel to Belgium. We would like you to hand in this spare medication to the Stamford Raffles office by Monday 5th November, clearly labelling each item of medication with your child's name.

I additionally enclose a code of conduct regarding our expectations about behaviour on the trip. As with all trips we hold the highest expectations relating to the conduct of our students. This must be signed by both the student and a parent/carers. Please return it to the Stamford Raffles office by Friday 19th October.

Finally I have attached an Actions Form to the front of this letter if there is anything outstanding that needs to be received before your child can attend the trip. It is essential that any remaining actions are completed by Friday 12th October. If you require a copy of any of the previous letters these are available from Miss Field or the school office.

If there are any problems with meeting the deadline/s for any of the actions, please contact Miss Field (efield8.302@smsj.london) as soon as possible. Do not hesitate to contact me if there is anything else you would like to know at this stage.

Yours sincerely,

Ms E. Field
Head of Humanities and Trip Leader



St Mary's and St John's CE School

"With God, all things are possible" (Matthew 19:26)

Telephone: 020 8202 0026
Email: office@smsj.london
Website: www.smsj.london

Wisdom Service Hope

Principal: Martin Serrão BA, MEd (Camb)

Please complete and return the slip below to Miss Field or the Stamford Raffles office.

Name of student _____ PAM _____

My child will/will not be travelling on an EU Passport.

If not, please indicate what passport your son/daughter will be travelling on: _____

I/We will not be able to attend the parents' meeting for the Year 9 trip to Belgium on 9th October and would like the relevant information to be sent home.

Signed _____



Code of Conduct - Battlefields Trip 2018

1. All students are expected to behave in a responsible manner at all times and to ensure that the good name of the school is maintained.
2. During 'downtime' such as shopping in Ypres students must travel in groups of at least three. They should always let staff know where they are going and be back at the agreed meeting place on time.
3. Smoking, drinking alcohol or use of any illegal substances is strictly forbidden. Anyone caught breaking this rule will be severely dealt with both on the trip and at school.
4. Students are expected to be appropriately dressed at all times.
5. Register in their assigned registration group.

When Travelling:

1. Behave in a sensible manner, walk do not run.
2. Never leave the group without the permission of a member of staff.
3. Students must be in groups of at least three when on board the ferry.
4. Do not spend all your money on board the ferry.
5. You are welcome to take MP3 players, mobile phones, small hand held games etc. for the journey but staff cannot be held responsible for them.
6. Mobile phones must be used with discrimination and must be put away when requested. We do not expect students to be making use of these beyond letting their parents know how they are. This should take place in the evenings during free time at the hotel.
7. The coaches must be kept clean and tidy whilst on the journey – the coaches will be with us for the entire trip. The coach driver will brief students about eating on the coach and waste management. Wellington boots must not be worn on the coach but rather kept in plastic bags.

In the Hotel:

1. Check the room on arrival for damage and report to Miss Field.
2. Keep the noise down. Remember there will be other guests in the hotel.
3. Treat furniture with respect, any damage must be reported immediately and paid for.
4. Behave politely towards hotel staff.
5. Arrive at meetings punctually.
6. Take your turn in clearing away the breakfast plates.
7. Be responsible for making your own packed lunch on both days from the ingredients provided by the hotel.
8. Return to your rooms at the allocated time.
9. Know where the emergency exits are in the hotel. There may well be a fire drill on the day of arrival or as soon as practically possible thereafter. This must be taken seriously.

On Field Visits:

1. Remain in your groups of three.
2. Do not pick up souvenirs from the field unless you ask first because there is still a large quantity of live ammunition and explosives. Farmers in Flanders dig these up whilst ploughing their fields and leave them at the side of the road for bomb disposal. Therefore avoid picking such objects up. If in doubt leave things alone.
3. When visiting a cemetery or memorial remember to pay due respect to the dead and to any visitors. Cemeteries are not places to play around.
4. Make sure you wear warm clothing as the fields can be cold at the time of travel.

Failure to abide by the trip rules could result in your son/daughter being sent home at your expense.

Signed: _____ (pupil) _____ (parent/carer)