



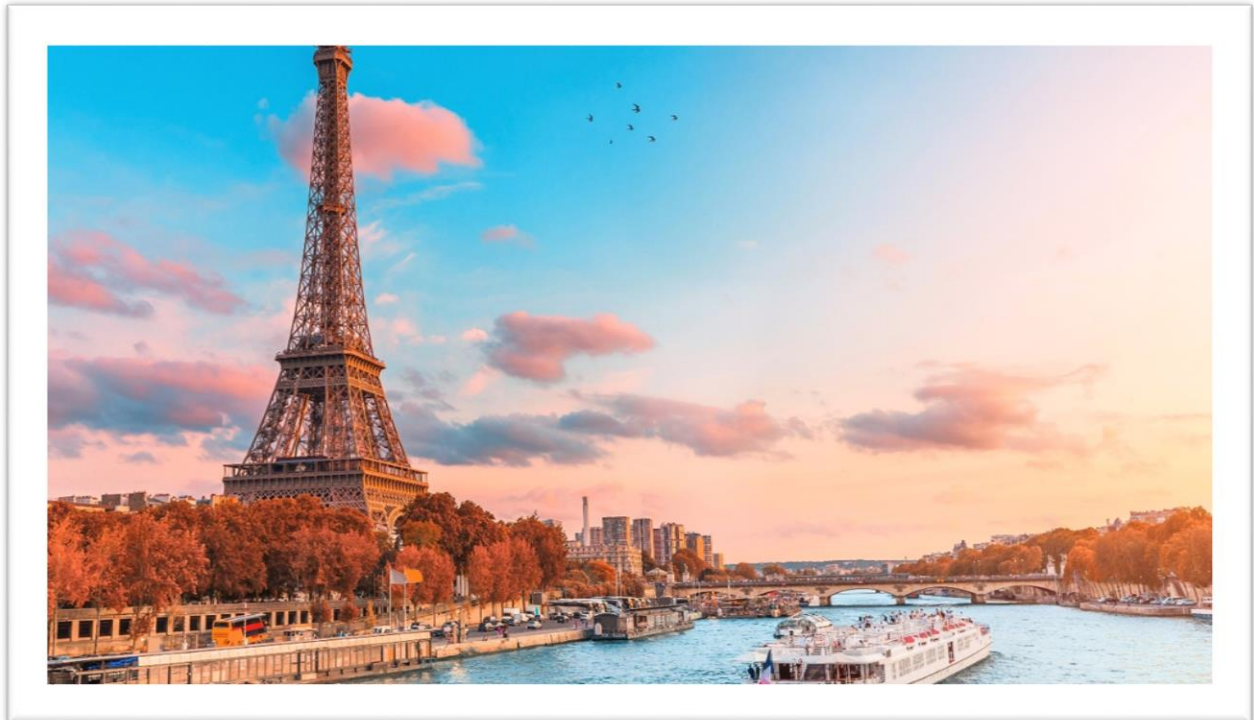
12 May 2023

Dear Parents/ Carers

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PARIS 19th – 22nd May 2023



ONE WEEK TO GO!

I can't believe that after months of planning, it is only one week until we embark on our trip to Paris. I just wanted to take this opportunity to provide you with some final information before we leave.

DEPARTURE / JOURNEY

All students attending the trip will arrive promptly in the school carpark for **4.30am on Friday 19th May**. The coaches will be departing at 5am and therefore I want to ensure that I have all passports and EHIC cards, all luggage is loaded, we have all the necessary, personal medication and most importantly.....ample time for 'goodbyes'

We will have four coaches that will take us from NLS to Chateau de Grande Romaine. The students will be informed which coach they are on. This information had to be provided to the company in advance of the roomings and therefore I have tried to make sure that students have at least one peer on the coach with them.

We will have three members of staff on each coach – one being the coach lead. This member of staff will be responsible to holding onto your child's passport and EHIC card for the duration of the journey.

Part of the journey will be by ferry and therefore, if your child is prone to experience travel sickness, please can I request that they have access to any preventative medication a short time before they board. Therefore they will need to be placed into their hand luggage. Students will be required to remain indoors whilst we are on the ferry. They will be able to wander in groups of fours and use the facilities available. The ferry will provide them with an opportunity to stretch their legs and purchase some refreshments or eat their packed lunch.

Departing Chateau de Grande Romaine

We will return back to NLS at approximately 22.30 on Monday 22 May. We will send a group call confirming our expected return time.

As a result of the late estimated time on Monday 22 May to arrive back, on Tuesday 23 May we are not requiring those year 8 students on the Paris trip to come into school until break time. They will then be ready to start their lessons for period 3. Those students not on the Paris trip are expected to come into school as normal and arrive for 8.50 and to bring their PE kit.

STAFF

I am lucky enough to have the support of some incredible members of staff on this trip:

- ***Carl Royle - A member of the Extended Leadership Team.***
- ***Gemma Jephcote – A member of the Senior Leadership Team***
- ***Debby Hill – A member of the Extended Leadership Team.***
- ***Jo McFarren***
- ***Joseph Batchelor***
- ***Charlotte Taylor***
- ***Caitlin Thompson***
- ***Aleksandra Nastelek***
- ***Alice Usen***
- ***Louise McKinley***
- ***Bethan Reed***
- ***Hannah Lloyd***

Each member of staff will be responsible for 13/14 students. They will be ensuring that your child is safe and supported throughout the duration of the trip.

PASSPORTS / EHC European Health Insurance Card / MEDICATION

PLEASE can I request that all Passports, EHC cards and medication are handed into reception by **Wednesday 17th May**. This will prevent any issues arising on the morning of departure. All passports and EHC cards will be stored in a safe and provided to the relevant member of staff on the morning of departure. Can I request that any medication that needs to be administered by a member of staff is clearly labelled with instructions provided and placed in a clear plastic bag?

HEALTH AND SAFETY

Just for peace of mind, I wanted to remind you of the provision PGL have put in place to ensure safety of the children.

- All centres and activities are **fully risk assessed** every year.
- The PGL Code of Practice details all the **control measures** put in place to minimise risk.

- **Sample risk assessments** are available on line and specific assessments are available from PGL on request.
- **Staff to pupil ratios** comply with recognised industry standards.
- **Operating procedures** all comply with recognised industry standards and National Governing Body guidelines where these are relevant.
- PGL **recruitment officers** have extensive experience at a senior level on centre and make selections based on a detailed application form.
- Two formal **written references** are taken and applicants have to provide **documentary evidence** of all qualifications claimed.
- All offers of employment are subject to **DBS checks**, the successful completion of **pre-employment training** and a favourable **probationary** period.
- All our **instructors** are specifically trained for our programmes to ensure the delivery of safe and rewarding sessions across a wide range of activities.
- At every PGL centre there is an experienced and professional **Centre Manager** (supported by Senior Staff) who is in charge of centre operations and has overall responsibility for the success of the course and the performance of our staff.
- It is the policy of PGL to take all reasonable steps to ensure the **safety and security** of all guests and staff on our centres (details in Code of Practice).
- Each centre has at least two **First Aid** staff who hold the “First Aid at Work” qualification and in addition all our instructors and group leaders complete an 8 hour first aid course. Party Leaders and teachers will ultimately remain responsible for the administration of first aid to their party members.
- There are rigorous general accident and **emergency procedures** in place.
- Through the **Quality Badge Programme** you can be confident that recognised providers fulfil all the necessary criteria as laid down by the DfE, thereby better enabling Party Leaders to manage visits safely, efficiently and beneficially.

MOBILE PHONES

Mobile phones - Students will be able to use them during the trip however, we expect minimal use for communication and more use when taking photos of the sights.

We will be discouraging students from posting any photographs on social during our time away.

During the trip to Disney, students will be given an opportunity to explore the park in groups of 4 or more. At scheduled times during the day they will inform a member of staff of the time, location and individuals present in their group at that time. We will also be collecting your child’s mobile phone number so we are able to contact them (if necessary) when exploring the theme park.

NLS and PGL will not take responsibility for any loss or damage.

The purpose of the trip is to have experiences that allow them to improve their communication skills with a range of different people, be social with each other and build positive friendships.

Inappropriate phone use will be dealt with as it would in school – *please see our school policy on the website.*

ACCOMMODATION AND SLEEPING ARRANGEMENTS

A recent €5M investment has included brand new and refurbished accommodation. The centre can accommodate 500 guests at a time in three separate purpose built accommodation blocks. Students

are accommodated in 3-6 bedded rooms, all end suite with shower and toilet facilities. All rooms are lockable with card key (party leader given master key). All exterior doors and gates are locked at night. A PGL staff member is available on duty throughout the night (contactable by phone). The extensive facilities (other than activity bases) are available for our students to use during free time.

All friendships have been considered and all students appear to be happy and are with at least one peer.



SCAMS

Although this isn't the most pleasant item to read, I have been made aware of some infamous scams that take place around the main monuments in Paris. I will prepare students by informing them of some of the scams described below. Can I ask that you reiterate the messages at home? I will encourage all students to make sure that they totally disengage with those individuals. They will be told to completely ignore them, walk right past them, avoid eye contact, pretend like you can't hear them etc.

Shell game/cup game

Someone on the street will be demonstrating a little "game." They will have three shells or cups on a table with a ball hidden under one of them.

The scammer will quickly shuffle the shells or cups around and ask you to guess which one is hiding the ball. You make a bet, and if you guess correctly, you'll get double your money back.

The game looks deceptively easy, but of course it's all rigged.

The scammer uses sleight of hand to remove the ball so you have a zero chance of winning. They will also have people working with them in the crowd who pretend to play and make the game look extremely easy.

How to avoid it: Keep walking if you see one of these games going on.

Friendship bracelets at Sacré-Cœur

The scammers may come up to you, act really friendly, and start tying some strings around your wrist. They'll quickly braid a "friendship bracelet" onto your wrist and then demand that you pay for it. (So much for being friendly.)

An added bonus for this one is that they may have a second person who comes up behind you while you're distracted by the bracelet scam and pickpockets you.

How to avoid it: Ignore them, cross your arms, and walk away.

3. Pickpockets

How to avoid it: Don't carry a lot of cash or valuables on your person.

Also, try not to keep things like your wallet or mobile phone in your back pocket or an exterior pocket of your purse/backpack. Instead, keep things tucked away securely or even hidden in a secret pocket or pocket that has a zip.

Stay alert, especially when you're in crowded tourist areas. Try to avoid large crowds where people are brushing up against you and there isn't much space to move.

Final message

I really hope that your child makes some fantastic memories and thoroughly enjoys visiting all the incredible landmarks and the theme park. It is these enrichment activities that stays with them for life.

Enjoy the weekend.

Mr Royle