



THE HIGH WYCOMBE MUSIC CENTRE

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Headteacher: Simon Salisbury



June 2010

Pre Tour Meeting for Parents and Students

Friday 18th June 2010

Itinerary is attached. This may still be subject to minor alterations before we depart.

Risk Assessment Simon Salisbury and I visited Alsace and the Black Forest in May to check the accommodation and concert venues. In addition, a detailed risk assessment has been submitted to BCC for approval by the Education Visits Co-ordinator

Issues covered in this risk assessment:

- Individual/Group Procedures
- Travelling Procedures
- Accommodation
- Daily Procedures
- Other Activity Procedures

Individual/Group Procedures

Parental consent form: All parents (and members of the party who are over 18) have completed and returned a PC form.

Changes to medical and dietary information. Please alert us of any changes to medical conditions since the form was completed.

Changes of contact details (eg. Parents away on holiday) – notify office. Please consider where you will be at times contact may need to be made. e.g. arrival of party and return to High Wycombe.

Pastoral issues

The party will be divided in 12 pastoral groups headed by a member of staff. This staff member will be a *first point of contact* for any issues of a pastoral nature. We will also use a 'buddy' system to alert staff to any absence prior to head count being taken and any other concerns.

Code of Conduct

It is essential that students behave in a responsible and co-operative manner during the tour. However, to avoid any misunderstanding, we think it is vital for both parents and students to be aware of the behaviour we expect. We would like parents and students to discuss the attached **Code of Conduct** so that they fully understand the implications before signing the agreement. *Any parent or student who is not prepared to accept this code of conduct must contact me as a matter of urgency.*

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Travelling Procedures

Passports
EHIC

These must have at least 90 days of unexpired time at the time of departure. Each member of the party must carry the new EHIC. They can be obtained by calling 0845 606 2030 or by picking up an application form from the Post Office. The EHIC entitles the holder to reduced or free medical assistance in the EU.

Coaches (Motts Travel)

Comply to UK/EEC regulation and are fitted with lap belts. Each coach has two drivers. Motts Coaches 01296 398300

Ferry (P & O Ferries)

A meeting point will be identified where students can locate a member of staff at all times. Students must listen to the safety announcement on board for emergency evacuation.

Lost pupil procedures

Each member of the party will be issued with staff mobile phone numbers. Staff will carry student mobile numbers if they bring them.

Food and Drink

We will make regular stops at Motorway service stations. However, party members should bring sufficient sandwiches (non-meat) and snacks to supplement these (expensive) stops. Party members will be encouraged to drink sufficient quantities of water and should bring a litre bottle that can be refilled as and when necessary.

Accommodation

Centre de Mittelwih

Address details of the Youth Hostel are on the itinerary. The majority of students will be in twin-bedded rooms with a small number in 3- and 4-bedded rooms. All rooms have en-suite facilities. Where possible, students will be grouped together according to the preferences they have indicated on their 'buddy form' (letter 21st May 2010).

Safety issues:

Fire evacuation procedures will be outlined to all party members when we arrive at the Hostel. Party members should familiarise themselves with the nearest emergency exits.

The Hostel requires a refundable deposit of 10 Euros from all its guests as an insurance against loss or damage that might be incurred. This will be collected from all party members at the pre-tour rehearsals. Members of the Guitar Consort who are not in another group (and therefore don't have a pre-tour rehearsal) will have their deposit collected during our outbound journey.

Daily procedures

(including activities, concerts, sight-seeing and free time)

One of the benefits of a tour of this type is the opportunity to develop all aspects of teamwork within the party. Once such aspect is the need to have respect and understanding for each other's needs and the opportunity for party members to 'look out' for each other and inform staff if they identify a problem with another member of the party. The itinerary has been devised to allow for sufficient periods of rest and relaxation so that we are able to perform at our best in the concerts.

Concert venues:

All students will be expected to assist with all aspects of setting up and taking down at concerts and to support each other's ensembles by forming part of the audience at each event.

Coaches:

All students are expected to keep the coaches tidy and litter free.

Free time:

Party members must remain in groups of at least three students when allowed to have unsupervised 'free time'. Students must inform staff if they are leaving the hostel, indicating where they are going and their expected time of return. There will be signing OUT and IN procedure.

When there is free time away from the hostel i.e. sight-seeing in Colmar, a convenient and central meeting point will be agreed and an appropriate time for the party to reconvene arranged. The meeting point will be manned by

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staff members throughout the free time in order to ensure that help is always available should the need arise.

- Security: Party members will be responsible for their personal possessions, particularly passports, money, cameras, media players, mobile phones and of course instruments! We advise that students carry a photocopy of the inside cover of their passport (in addition to the one submitted to the office).
- Safety: Care should be taken when crossing roads and leaving/boarding the coaches – traffic is on the other side of the road.
- Medical: Party members must understand that members of staff are not able to provide routine medication for everyday illness. Students should supply their own remedies for travel sickness, upset stomach, headaches, small cuts, bites and sunburn etc. Anyone with a health problem should report this to their pastoral leader so that there can be appropriate and regular monitoring. Sally Stafford will co-ordinate First Aid issues.
- Insurance: Travel and medical insurance has been taken out on behalf of all party members with BCC insurance. However, instrument insurance is the responsibility of individual party members.
- Swimming mandate: This needs to be completed and returned by any member of the party wishing to swim at the baths in Badenweiler. The baths are supervised by a life saver. Please note that the baths do not allow ‘bermuda-style’ shorts; only trunks or regular length shorts.
- Additional meals: The itinerary lists those times when party members will have to make independent arrangements’ about meals. Party members should bring adequate Sterling for the ferry crossings, and Euros for the enroute stops in France. Suggested budget is around 10 Euros per meal.
- Concert dress: We will wear usual concert dress at all concerts. The tour polo shirt can be worn for more informal concerts when we try to bring our presence to the notice of local residents and hopefully encourage them to come to our more formal concerts.
- Contact numbers: Andy Rogers contact number 07956 457274. Other staff will also give students their mobile numbers but would parents and students please be aware that these are numbers are private mobile numbers, so please only use in an emergency.
Home contact number: To be advised before departure.
- Telephone Tree: Will be circulated just prior to departure when all parents’ contact numbers are known. We will activate this on our arrival and again on return **if there is any change** to the published time.

Andy Rogers
Tour Leader

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