



**Bolingbroke**  
Academy

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3<sup>rd</sup> February 2016

Dear Parents & Carers,

The trip to Belgium is fast approaching and with this letter we would like to inform you of the final itinerary in Belgium, as well as offer guidelines for clothing and outline behaviour expectations. Please take the time to go through these with your child prior to the trip. If you have not already done so, please ensure payment is made ASAP.

### **Wednesday, 10<sup>th</sup> February 2016**

4.30am	Meet at Bolingbroke Academy for early departure
6.50am	Departure from St. Pancras (Eurostar)
10.15am	Arrival in Brussels
10.45am	Centre BD (Comic Museum and activities)
12.00pm	Lunch
1.45pm	Visit to Gallerie St Hubert
3pm	Speaking task / photo contest
7.45pm	Return Eurostar to London
10pm	Approximate arrival back at Bolingbroke Academy

We will inform parents should there be any changes to our arrival time back at Bolingbroke Academy. Please check the school website / school Twitter feed for updates.

### **SECURITY**

Due to the events that took place before Christmas, Belgium is still on higher alert regarding security. The British government, however, are not advising against travelling there. Following FCO advice, we will remain vigilant and alert. Whilst we cannot call home regularly, we will do our utmost to ensure we check in with the school in the morning, afternoon and evening to assure them of our safety. Please check the school website / Twitter feed for this and avoid calling the school where possible.

### **MOBILE PHONES**

Should you wish to contact your child during the day whilst they are on the trip, please check with their mobile phone operator that their phone works abroad/has credit on it? It is essential that pupils recognise the need to conserve battery on their phones to be able to inform you of potential delays / return times. Please discuss this with them and ensure they bring portable battery charger if needed.

**Please ensure that they are ready and waiting to collect their children upon our arrival.**

Your child will also need to bring:

- ✓ European Health Insurance Card (EHIC) (if they have not already handed this in).
- ✓ A healthy snack and a bottle of water for your journey but will not be able to eat on the coach/ Eurostar
- ✓ Comfortable clothes for the coach/Eurostar
- ✓ Entertainment such a music device (with ear phones) and a book but please note, they do so at their own risk.
- ✓ Pack warm clothes for the day, including a hat, scarf, gloves, a warm jacket (waterproof), an umbrella and sturdy shoes. It will be a long day in Brussels, with lots of walking and being outside.
- ✓ A rucksack with an extra jumper should it get really cold, is advisable.
- ✓ If your child has a phone to take pictures; please encourage him/her to bring it as we will hold a photo competition for the trip.
- ✓ Pocket money (we suggest no more than 30 Euros (**please ensure the money is in Euros prior to the journey as there will be nowhere to change this up en route**)).
- ✓ Medication you take or will need - paracetamol, travel sickness pills etc.

**All valuables are the responsibility of the pupil and are brought at their own risk. Bolingbroke Academy can take no responsibility for the loss or damage of any such items.**

## **BEHAVIOUR AND SAFETY**

Normal school rules will apply throughout the trip. All students have signed the school code of conduct and will be expected to follow it at all times. Remember that you are representing your school and your parents / carers, so students are expected to behave properly at all times.

In addition to these expectations there are also:

1. Travelling rules
2. General rules
3. Specific Belgian rules
4. Organisation of visits and free time

Please tick as you read through each rule.

The following are also essential:-

- LISTENING – students must listen to and follow all instructions given to them.
- POLITENESS – we expect pupils to be polite to each other and anyone on our visit.
- Misbehaviour will lead to sanctions.

### **1. TRAVELLING RULES**

On the coach and Eurostar -

- Pupils should remain seated at all times.
- Seatbelts must be worn at all times in UK, France and Belgium
- Use bins provided.
- Extra care will be needed to get on and off the coach.
- Tell someone if you feel ill.
- Use the loo stops.

### **2. GENERAL RULES**

- No alcohol or smoking at any time.
- Pupils will listen carefully to teachers, the driver and the tour guide at all times.
- Pupils must be on time at all times.
- Pupils are not allowed to buy any of the following:-
  - Any tobacco products or alcohol
  - Knives (or anything that could be considered a weapon).
  - Bangers or any other fireworks.
  - Cigarette lighters.
  - Any items illegal in this country e.g. CS gas.

### 3. SPECIFIC BELGIAN LAWS

Please be aware that the Belgians deal with criminal acts, including SHOPLIFTING and VANDALISM, in a more severe manner.

Belgian police will not hesitate to arrest a young person for such crimes (with or without an accompanying teacher).

In the unlikely event that rules are broken, please be aware that appropriate sanctions will be taken, both in Belgium and on their return to school. Pupils do risk being removed from friendship groups, activities and / or banned from further school trips. If a gross misconduct happens, parents should be aware that they will be expected to make arrangements for their son/daughter to return home.

### 4. ORGANISATION OF VISITS AND FREE TIME

1. Pupils will register with their group leader at various points and will stay in groups of 3 MINIMUM for tasks set.

2. Remote supervision in Brussels – when we are out and about during the day, we will operate a system of remote supervision. Your son/ daughter will be informed of a central point, at which a teacher will be present at all times.

3. Pupils will be asked to register at regular points during gallery visits. Pupils must meet at the times and at the places they are asked to.

4. Beware of pickpockets who operate in Belgium, as they do in England – keep bags and valuables safe.

5. Take great care when crossing the road in Belgium – cars are driven on the right hand side of the road. Pupils should take extra care when leaving the coach and when crossing the road in their groups.

#### Emergency contact numbers:

Ms Konneradt (during the trip) 07500 086251

Ms Edis 07825 274511

Ms Bessa 07827 890014

Please don't hesitate to contact me if you have any questions regarding the Brussels trip by email.

Yours sincerely,

Beth Sherman  
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