

14 June 2019

Dear Parent/Carer

Year 7 Activities Week Monday 24 June – Friday 28 June 2019

Please find below the final details for the Radnor House Year 7 Activities Week trip to France. I am starting with the emergency contact details purely for ease of reference.

Emergency Contact Numbers

During school hours: **01959 563720**

Accident/ Incident Abroad and Insurance

If there is an accident or incident whilst in France which requires contacting parents at home, this will be done by the trip leader using the contact details you have given.

This trip has been booked through Club Europe and we are covered by their insurance through Endsleigh Insurance. They have advised that any person with an EHIC (European Health Insurance Card) should bring this with them.

Itinerary

A full itinerary is attached. Please note that we do not expect to arrive back at Radnor House until around 4.30-4.45 pm on the Friday, depending on traffic.

Luggage

Each person is allowed to take: Hand Luggage - 1 small bag per person which can be taken onto the coach and used as a day pack while we are out each day.

Small suitcase or bag - 1 bag per person which will travel in the boot of the coach.

Kit List

- **Passport-** to be given to tutors on arrival at Radnor House Sevenoaks on Monday 24 June, together with your **EHIC** card if you have one. **Please note that anyone who arrives without their passport will not be able to travel.**
- **Packed lunch to eat on the journey on Monday (no nuts).**
- **Snacks to last for the week (eg crisps, cereal bars – no nuts - etc).** Meal times will be variable depending on activities so carrying some snacks each day would be a good idea.
- Casual wear for day time activities including comfortable shoes or trainers. **Travel will be in casual clothes, not uniform.**
- Complete school uniform including **black shoes** and **blazers**. No jumpers. **Girls must all wear short white socks.** Please pack a bag that uniform can go in for the Disney Day as pupils will have to change into it. This will be left on the coach while we are in the park.

Radnor House Sevenoaks

Combe Bank Drive Sundridge Sevenoaks Kent TN14 6AE

Telephone 01959 563720 **Website** www.radnor-sevenoaks.org **Email** enquiries@radnor-sevenoaks.org

Head David Paton MA

- Underwear, night wear
- Sun block stick/sun cream
- Hat or cap (essential as we will have to queue for the Palace of Versailles and there is no shade)
- Toiletries
- Towel
- Spending money - 50 Euros is the recommendation. **This must be used to purchase lunch on Tuesday – Friday**

Please ensure that all items are named.

Electronic Devices and Mobile Phones

Electronic devices such as mobile phones or ipads are not permitted on the trip. I would therefore recommend that a kindle, book, cards, travel games or similar are brought for the journey.

Communication

Throughout the trip, wherever possible, the staff will be communicating our activities with parents at home using the following forms of communication:

Radnor House Sevenoaks Music Twitter Feed: <https://twitter.com/rh7music>

The Twitter feed will be updated more regularly so make sure that you 'like' this page. If you wish to communicate privately about a non-emergency matter with me as Trip Leader, please contact me on my email: hisom@radnor-sevenoaks.org. However, please assume everything is fine unless you hear otherwise.

Rooming

All pupils will be given the opportunity to make a selection of the peers they are happy to room with on the trip. Staff will designate each pupil to a room depending on the room sizes we are allocated. Rooming will be announced on arrival.

Behavioural Policy

As this is a school trip, all pupils are expected to adhere to the school's behavioural policy and as outlined by the staff. The Activities Week is designed to be a tremendous and culturally enriching experience for pupils and staff alike. Should a pupil's behaviour cause concern for either themselves, other children or staff on the trip, parents will be informed. If there is no further improvement in behaviour, the pupil will be repatriated at the parent's expense.

I do hope you feel this covers everything associated with the Year 7 Activities Trip. If you have any further questions, please do not hesitate to contact me or to speak to any member of staff after the Year 7 concert on Tuesday 18 June.

Yours faithfully,

Dr H Isom

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