



PEMBROKE
A PRIORY ACADEMY

Dear Parents/Carers

French Centre Information Pack - Centre des Etoiles – 2017-18
16th – 20th April 2018

I am delighted to inform you that students have the opportunity to travel to the Centre des Etoiles in France for a residential visit. The Centre, which belongs to The Priory Federation of Academies Trust, gives each student the opportunity to enjoy a variety of experiences, as well as bond with their year group. In order to support this visit we are holding a **French Centre Preparation Evening** at the Academy on **Tuesday 6th February 2018**, starting at **6.00pm**. The evening is designed to give you further information about the visits.

The students will travel for a Monday to Friday visit. Departure will be from The Priory Pembroke Academy car park on Monday morning and return on Friday afternoon/evening. The cost of the visit is £220 which is inclusive of everything except a packed lunch for the Monday journey from the Academy. This is truly a wonderful experience where the students enjoy time away with their peers in a relaxed environment. It really is an amazing opportunity and an experience that students enthuse about for a long time after the visit.

In order to help support with payments for the trip we have devised the following payment plan:

£20 deposit	Due by Friday 15 th December 2017
£50	Due by Friday 12 th January 2018
£50	Due by Friday 2 nd February 2018
£50	Due by Friday 2 nd March 2018
£50	Due by Friday 23 rd March 2018

Alternatively, Parents/carers also have the option to pay the remaining £200 by Friday 12th January if they wish. We would ask that for security purposes any payments by cheque are made payable to **The Priory Federation of Academies**, and should be enclosed in a sealed envelope with the student's name and Tutor Group on the reverse of the cheque. Bank transfer is available using the following details: Lloyds Bank, Account number 02113503, sort code 30-95-05. Please put your student's name as the reference. The Academy cannot be held responsible for any cash brought onto the premises by students unless a receipt is given. Please be aware that, with the exception of the deposit, any refunds given will be at the discretion of the Headteacher.

Please remember that the Academy reserves the right to withdraw any student from the visit if we feel that they have not conducted themselves in an appropriate manner between now and the date of the visit.

All the details related to the visit including essential forms for data collection are included in this pack and can also be found on our website. To assist with your organisation a checklist has been included within this pack which is yours to keep for reference.

Headteacher: Mr S Evans

The Priory Pembroke Academy, Croft Lane, Cherry Willingham, Lincoln LN3 4JP

Tel: 01522 751040 **Email:** generalenquiries@priorypembroke.co.uk **www.priorypembroke.co.uk**

The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O' Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

Registered Company No: 6462935 DfE Registration No: 145052



Passport information and action needed

All students will need to have a valid passport to take part in this visit. Please fill out the passport details on the Travel Confirmation Form. If you have any questions about this then please do not hesitate to contact Mrs McDade at the Academy.

We also ask that each child who travels has a European Health Insurance Card (EHIC). If your child does not currently have an EHIC they can be obtained (very quickly) at no cost via the website: www.ehic.org.uk (7 days) or by telephone **0845 606 2030** (10 days).

If you wish for your child to take part in this visit please complete the attached **travel confirmation form, In Loco Parentis and consent form** and return to Mrs C McDade in Student Reception by Tuesday 6th February 2018. If you are attending the French Centre Information Evening then you can bring the paperwork with you to hand in.

I look forward to seeing you all on the 6th February at the Academy.

Yours faithfully

A handwritten signature in black ink, appearing to be 'SE', with a long horizontal stroke extending to the right.

Mr S Evans
Headteacher

Visit Information – Centre Des Etoiles 2018

To help with the organisation of the visit to our Centre we include the following important and useful information.

Page 1 – Document check list

Page 2 – Itinerary

Page 3 – Kit List

Page 4 – Loco Parentis Form

Page 5 – Parent/Carer Consent Form

Page 6 – Travel Confirmation Form

Document checklist

Task/Document:	Return by:	✓
Travel Confirmation Form	06/02/2018	
Consent Form	06/02/2018	
In Loco Parentis	06/02/2018	
Payment	23/03/2018	
Hand passport into Student Reception	29/03/2018	
Hand EHIC Card into Student Reception	29/03/2018	

Please return all documents marked for the attention of: Mrs C McDade

Centre des Etoiles Itinerary

Monday	Arrive at The Priory Pembroke Academy	5.30am
	Leave The Priory Pembroke Academy	6.15am
		Packed lunch to be provided by parents/carers please
	Dover to Calais Ferry	
	Arrive at Centre des Etoiles	8.00pm - 9.00pm (Local time)
Tuesday	Breakfast at the Centre	8.15am
		Students will email parents/carers before breakfast
	Carpiquet Swimming Pool	10.00am - 12.30pm
	Lunch at the Centre	1.00pm - 2.00pm
	Souterroscope	2.30pm - 4.00pm
Wednesday	Dinner and evening activities	6.00pm - 9.00pm
	Breakfast at the Centre	8.15am
	Visit to the Bayeux Tapestry	9.00am - 11.00am
	Visit to Bayeux Cathedral	11.00 - 11.20am
	Visit to Bayeux Market	11.20am - 12.15pm
	Lunch at the Centre	1.00pm - 1.30pm
	Visit to Juno Beach	1.45pm - 5.00pm
Thursday	Dinner and evening activities	6.00pm - 9.00pm
	Breakfast at the Centre	8.15am
	Cite de la Mer	10.00am - 3.00pm
	Dinner, packing and evening activities	5.00pm - 9.00pm
Friday	Leave Centre des Etoiles	4.45am (Local time)
	Leave for Calais	5.00am (Local time)
	Calais to Dover Ferry	
	Arrive at The Priory Pembroke Academy	To be confirmed upon arrival in the UK

List of items needed for the visit to Centre des Etoiles, Normandy

Provided:

- A holdall – to carry all items (to be given before the visit)
- Long sleeved purple sweatshirt to be worn to and from the Centre (to be provided in the kit bag)
- A blue carrier bag for packed lunch (numbered, also in kit bag)
- Money bag for spending money (numbered, also in kit bag)
- Travel wrist bands (given out on the coach at the start of the journey)
- Fleece lined anorak (Peter Storm) given out at the Centre
- Swimming towel, swim bag and small rucksack/daysack given out at the Centre
- Clipboard and pen (given out at centre)
- Hairdryers - at the Centre
- Laundered replacement polo shirts and sweatshirts will be provided at the Centre.

To take with you:

- A packed lunch for the outward journey
- Coat for the journey to Academy and from Centre (an anorak will be provided while at the Centre)
- Washbag and contents (no towel as it is provided)
- Underwear and pyjamas
- Your blue Academy shirt to wear to and from the Centre – you do not need your tie.
- Trousers (Academy trousers) for visits and casual wear for evenings. Denim may be worn for evenings only. One pair of trousers suitable for getting dirty!
- 3 pairs of shoes (Academy shoes to travel in, sturdy everyday shoes for out and about on muddy events, could use walking boots, and a lightweight pair for indoors.)
- Socks
- Medication (if needed, to be placed in a sealed envelope with name and instructions) to be handed to the team leader on Monday morning.
- A reading/puzzlebook (for journey and bedtime reading)
- Spending money 50 Euros for the week. Students will be provided with a numbered money bag on Friday to put money in. This will be handed in to staff and issued on a daily basis. Students will need a purse/wallet for daily use. 10 Euro will be kept in reserve by visit staff in case of delay at the tunnel port on our return.
- Hat, scarves and gloves as required
- Lip salve to protect lips from the wind.
- Swim wear – Academy regulation wear.
- Slippers or slippersocks for wearing in bedrooms
- Pencil case and contents
- Plastic bag for dirty laundry
- English money if students wish to purchase a hot drink or food on the return journey from the Centre that is additional to the packed lunch.

We have a mobile phone on the coach that will have a recorded message to keep you up to date with our homeward journey and expected time of arrival at Academy site; The Priory Pembroke Academy.

Computer games may be taken but these are at the discretion of parents/carers and remain the responsibility of the student. No mobile phones are to be taken. Disposable cameras may be used.

Please ensure that everything is clearly named to enable us to return lost property.



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Educational Visits Parents/Carers consent form 2017-18

Student name:		Tutor group:	
Visit details:	Visit to the Centre des Etoiles (Normandy)		
Date of visit (or departure date):	16 th April 2018 – 20 th April 2018		
Passport number:			
EHIC number:		EHIC expiry date:	

Please sign below if you agree to the following information. If there is any aspect which you do not consent to then please draw a line through the information and write your initials next to it.

- I agree to my child (named above) taking part in this visit. Having received the information given, I agree to their participation in all of the activities described.
- My child is fully aware of their responsibilities and the need to behave in an appropriate manner at all times.
- I am aware that I will be responsible for payment of any damage caused by my child.
- I understand that if my child behaves in an unacceptable manner I may be asked to finance their early return.
- I will only allow my child to travel if fully fit.

Emergency medical consent

I agree to my child receiving medication as instructed or any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. In the event of an accident where emergency procedures are not required, it may be necessary to transport a student to a medical centre or hospital.

In these circumstances I give permission for my child to be transported with a member of the Academy staff.

I understand the extent and limitation of the insurance cover provided and understand that I am able to take out further additional cover for my child at my own expense.

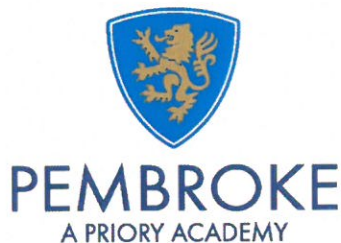
Unsupervised time

On certain educational visits students may be given time to explore in small unsupervised groups (never alone). The group leader will set clear guidelines and expectations if this occurs, including return times and where students are permitted to go. Students will always be given the option to remain with members of staff.

I give permission for my child to be unsupervised whilst on this visit.

Parent/carers signature:		Date:	
Name:			

If you would like to discuss any aspect of this visit please contact the visit leader at the Academy.



Centre des Etoiles Visit
2017-18

Travel Confirmation Form

Student name:		Tutor group:	
Date of birth:			
Visit details:	Visit to the Centre des Etoiles (Normandy)		

Please complete the relevant section below (only complete one section):

- 1. I wish for my child to take part in the visit to the Centre des Etoiles and they will be travelling on their own passport.**

Parent/carer signature:		Date:	
Name:			
Passport number:			
Country of origin (passport):			
Child's nationality:			
EHIC number:		EHIC expiry date:	

- 2. I do not wish for my child to take part in the visit to the Centres des Etoiles.**

Parent/carer signature:		Date:	
Name:			

Please return this form to Mrs C McDade by Tuesday 6th February 2018.

IN LOCO PARENTIS 2017/18

Visit Title / Date:

To be filled in and signed by a parent or guardian. Please include all information that the group leader should be aware of. Any information of a sensitive nature will be treated as confidential. (Please use the back of the form to give additional information)

Student's name

First Name	Surname

Tutor Group and Date of Birth

	/	/
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Address

House Name / Street

--

Town

--

County / Postcode

--

Home Telephone Number

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Please write XD if ex-directory

Emergency contact details / mobile telephone numbers.

	Number and name of contact/relationship	Address
1		
2		
3		

If your child has any condition requiring medical treatment, including medication please give details. Please also include if they have been in contact with any contagious or infectious diseases in the last 4 weeks, or have suffered from anything that might be contagious or infectious during that time?

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Please outline any special dietary requirements your child has, and the type of medication they may be given for pain/flu relief, if necessary:

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Is your child allergic to any medication, if yes, please specify?

--

When did your child last have a tetanus injection?

--

I will inform the Group Leader as soon as possible of any changes in my child's medical or other circumstances between now and the commencement of the journey.

Name and telephone number of family Doctor

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Address of Doctor

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IN LOCO PARENTIS

I hereby give permission for the staff accompanying the visit to act on my behalf, once all reasonable attempts to contact me, using the above contacts, have been made without success. I agree to my child receiving medication as instructed and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I give permission for the student named above to take part in this visit and have read the information sheet provided and agree to their participation in the activities described. I understand that I am responsible for transport to and from the Academy and acknowledge the need for my child to behave responsibly.

I am aware that the academy has a detailed policy on the safe running of educational visits. I am also aware that the academy's educational visits are always well organised with particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the academy leaders of the visit retain the same legal responsibility for pupils as they have in the academy and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

Signed (parent/guardian)

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Date / Name and relationship to child

/	/ 20
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