

SWGS: Barcelona Trip: 2018

Monday, 12th February to Thursday 15th February

Dear Pupils and Parents / Guardians,

Please read the information about the Food and Nutrition trip to Barcelona 2018.

It has been compiled to give you a better understanding of how the educational visit is organised and what we expect from our students. We recommend that parents re-enforce the important sections regarding student responsibility, supervision and safety to their daughter before departure.

Yours sincerely,

Mrs G. Mahoney



General Information

Name of Hostel: BCN Sport Hostel

Travel Company: Select Travel

Party Leader : Mrs G Mahoney

Deputy Leader : Mrs D McGroary



Passport : All girls will travel on their **own individual passport**
(Please check expiry - Date must be beyond 16th February 2018)

European Health Insurance Card (Valid until 16/02/18) Please ensure your daughter has these and they are up to date – These can be handed in at the parents information evening if you do not require them before our visit.

Photocopies: We also require a photocopy of the photo/ information page of the passport and a photocopy of the EHC card

Travel Arrangements

OUTWARD – We will leave from Salisbury coach park at 4:00am on February 12th.

TRAVEL: Travel will be by coach, To Gatwick Airport with the complete journey to the Barcelona Hostel taking approximately **9 hours**. Please send students with enough food for the journey - sandwiches, fruit and soft drinks. Try to avoid packing too many sweets and fizzy drinks, especially if your daughter suffers with travel sickness. Chewing gum is **NOT** allowed on the coach(or at any other time). **Girls will need a small amount of Uk currency on them for the wait at Gatwick.**

LUGGAGE : Two bags should be packed. Both clearly named with the student's name and the schools name. One **Small** sized Rucksack per pupil will be hand luggage, this is for food, drink, books, magazines, currency and anything else that is needed on the journey. **(Remember drinks and liquids will be removed at security from hand luggage)** Easyjet have very strict regulations on cabin baggage; please note only one bag is allowed and there are size restrictions too. Please check on their website to make sure you conform to the requirements set. A second, small suitcase or holdall should be for hold luggage. Remember we are going for just 4 days, not a month, there is a limit to the number of clothes you will need, its not a fashion show.



Basic Outline of Activities

Day 1 -	Monday 12 February 2018			
4:00	Depart Coach park Salisbury	Day 4 -	Thurs 15 February 2018	
6:20 AM	Arrive at Gatwick Airport			Breakfast
9:20AM	Scheduled departure from Gatwick Airport North Terminal with EasyJet, Flight Number EZY8569			Tour TBC
12:25 Local time	Scheduled arrival at BCN - Barcelona El Prat Airport			14:30
12:45	Depart BCN Airport to accommodation; BCN Sport Hostel. Check in and unpack	15:00	Check in	
	Activity/ TBC	18:00	Scheduled departure from BCN - Barcelona El Prat Airport with EasyJet, Flight Number EZY8580	
19:00	Evening meal	19:20	Scheduled arrival at Gatwick Airport	
	TBC	20:00	Coach back to SWGS	
Day 2	Tuesday 13 th 2018	22:00	Return SWGS approx.	
	Breakfast			
	Las Ramblas/Boqueria market tour			
	Lunch			
	Afternoon walking tour TBC			
19:00	Evening meal			
	Activity/TBC			
Day 3	Wed			
	Breakfast			
10:00	Cookery dem and tasting/ Aula Canela Fina			
	Lunch			
	Activity/TBC			
19:00	Tapas tasting/ Restaurant Moka			
21:00	Return to Hostel			

BCN Sport Hotel c/Perill 26, Barcelona 08012, Spain

This will not be a sole occupancy hostel, it is open to the general public and other school parties. It has a range of facilities, but there are extra charges for these which are not included in the tour price. The swimming pool will be out of bounds at all time as the hostel does not have a lifeguard on duty.



SECURITY of Personal Items :

Some students may choose to bring valuable items such as cameras, MP3 players / IPOD's, phones etc. Please note that these are the students responsibility. We will accept **NO RESPONSIBILITY** for anything that is lost / stolen. We suggest that all items are clearly labelled and are kept out of sight once at the resort. Please be aware pickpockets operate throughout Barcelona.

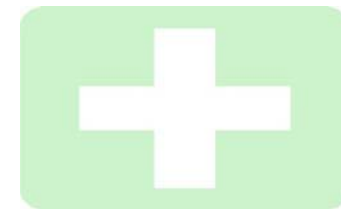
Medication and Accidents / Illness.



MEDICATION : Medication needs to be handed to a member of staff **prior to our departure**. Please make sure that the bottle / tube / box is clearly labelled with the students name and the required dosage. **Asthmatics** must carry a inhaler with them at all times and a **spare, full inhaler** must be handed to a member of staff before we depart. (please check expiry dates)

Change of environment can aggravate Asthma, please ensure you take an inhaler if you are asthmatic, even if you have not had an attack recently

Please note : It is the **girls' responsibility** to see the First Aider at the correct time each day to take medication, including travel sickness tablets before the journey home



ACCIDENTS / ILLNESS :

The visit has its own First Aider attached to the group . If your daughter suffers a minor injury such as a cut or a graze or is treated for a headache then we will not inform you. However, in the unlikely event that they are involved in an accident of a more serious nature such as that requiring a doctor's attention then we will inform you as soon as we are able to do so.

Please note : It is vital that we are informed in writing of any changes that have occurred before we depart in relation to any student's medical details. All students must have an European Health Card (needs to be handed in to Mrs Mahoney before departure) These are obtainable free of charge by filling in a form from main post offices or online at <http://www.ehic.uk.com/apply.html>

POCKET MONEY : We recommend no more than **£60 in Euros** be taken as general pocket money. Students will however need money for lunch each day. Further to this girls are advised to have a small amount of Euros /sterling on their person for the outward journey



PHONE CALLS :

On arrival in Spain we will ring to say that we have arrived safely. On returning to England, if the time of arrival is likely to differ greatly, then we will ring. In case of difficulty, all accompanying staff will have a list of contact numbers for parents. **In an emergency**, if parents need to contact their daughter, they should contact the staff on the educational visit through SWGS leaving their name and a contact number and we will get back to you. Please only use this if you need to give essential information.

Emergency Contact Number (00 44) 78 17 42 73 10



Safety and Security

Whilst Travelling



Students should make sure that they are wearing seat belts at all times whilst on the coach to and from the airports. *This is a legal requirement.* They should take care when crossing car parks / roads. Students should stay in groups of three or more in the airport, they should not leave their belongings unattended.

Whilst There

Students should not wander off on their own anywhere, and should always be in groups of at least three. Students must make sure that they inform a member of teaching staff if they are going anywhere. Students must listen carefully to all instructions given to them by hotel or school staff. Students must also adhere to any rules given by the coach drivers. *Each student will be issued with an emergency contact card with the staff emergency phone number and the hostel address printed on it. They should carry this at all times.*



Procedures to follow due to an Emergency event

Emergencies have been risk assessed; but as any incident will be very individual, the general guidance will be to stay with the group if it is safe to do so and follow instructions from security personnel. If students become separated return to the hostel and try to contact staff as quickly as possible using the emergency number. If parents have more questions surrounding this issue I can discuss this on the parental information evening.



Code of Conduct



Students will be a guest in the hotel / area and as such will be representing SWGS. They are expected to behave well at all times, as others will be judged by your actions. For the benefit of everyone we **expect co-operation by being helpful and sensible, showing consideration for others at all times.** It is our intention to provide all students with an enjoyable and memorable educational experience. In order for this to happen, it is vital that these rules are read, understood and adhered to.

1. Students accept that they are a guest in Spain and that they need to behave in an appropriate and co-operative manner at all times to ensure safety and enjoyment.
2. Instructions by all teaching staff, hotel staff, coach drivers and other responsible adults must be obeyed at all times and without delay *or question*.
3. Punctuality and participation is required for all activities/events and meals.
4. Students will only participate in an activity when an instructor or qualified member of staff is present.
5. Students will not leave the activity area without permission from a member of staff.
6. Students will not go out during free time, unless they have been given permission by a member of staff. They will not go out in less than a three, and they will have informed a member of staff where they are going.
7. Students are not allowed to smoke or consume alcoholic drinks at any time, regardless of age.
8. Students will be responsible for their own possessions and take care of them at all times.
9. Students accept that they will be responsible for any damage that they may cause. All damages or loss of equipment must be reported to a member of staff.
10. Students will return straight to their own sleeping accommodation at bedtime and remain there.
11. Students will keep their rooms clean and tidy, and will not go into, or visit, any dormitories other than their own.

Any breach of the code of conduct, or inappropriate behaviour will be dealt with at the time and followed up on return. Parents will be informed and in extreme cases students will be sent home at parent's expense.

CLOTHING

Decent and not too revealing please

Jumpers/warm top – evenings will get cold.

Sun glasses

Sun cream (lets be optimistic)

GENERAL

All toilet requisites (incl. sanitary towels).

Towels – small and large

Pyjamas / nightdress/ dressing gown

Sufficient change of underclothes

Travel sickness pills

Comfortable walking shoes.

The Weather.



In February, the weather in Barcelona is a mixed bag which can offer everything from sunny days, to cloud and rainfall.

The average daytime **temperatures** are around 14°C (about 57°F) whereas the average minimum **temperatures** are around 5°C (about 41°F). However, at this time of year it is still possible for the average maximum **temperature** to reach 18°C one day in ten. Go prepared, sun cream, an umbrella and a warm jumper!



Hotel and Fire Safety : During the first day at the hostel everyone will be made aware of the fire procedure and the escape routes. When students move into their room they will be instructed to check the location of the nearest fire exit.

Safety in Barcelona

As previously mentioned pickpocketing is a problem in Barcelona. Each room in the hostel has a secure box to keep valuables in. We suggest students only take the cash they require for the day with them, and keep all other valuables in the secure box. Phones should be kept in zipped inside pockets, or in a money belt. Jewellery and other valuables should be left at home. Cash cards are a good idea; they can be purchased from the Post Office, which can be preloaded with Euros and allow students to withdraw cash from bank machines without the need for a bank account. If lost the cash can be refunded.

NB

Please hand in the following to **Mrs Mahoney asap, if you haven't already done so** (today if you do not require them prior to our departure)

- 1. Pupils individual Passport / European Health Insurance Card.**
- 2. Photocopy of the passport photo/info page and the EHIC card**
- 3. Signed medical questionnaire**

*(Please ensure you have **checked the expiry** on passport and EHIC card !)*

Finally a reminder that if any medical or contact details change from those held on school record / medical forms before departure you must inform Mrs Mahoney of these changes.