



RED HOUSE SCHOOL

a foundation for life

09 February 2017

Dear Parents

Loire Valley, France - Friday 31 March (midnight) to Wednesday 5 April 2017

Now that excitement is building for our forthcoming visit to the Loire Valley, I would like to invite you to a meeting with the staff who will be accompanying the trip to give you some more detailed information. This will take place on **Thursday 16 March at 4.15pm in the Prep & Senior School Hall** and will give you the opportunity to ask any questions you may have about the visit. At this meeting, I shall also hand out the itinerary for the visit.

The final balance for the trip is now due, so could I please ask for the remaining £180 to be transferred to the school account by **Friday 24 February 2017**.

Sort Code:	30-98-13
Account Number:	01776186
Bank:	Lloyds Bank plc

If you haven't already provided me with a copy of your child's passport and European Health Insurance card, could you please do so as a matter of urgency.

At the meeting in March, I would like to collect in **passports, European Health Insurance (EHIC) cards, £10 and pocket money** (in an envelope with the name of your child and the amount written on the outside).

The question of pocket money is always a difficult one as children may wish to buy gifts to take home, but we suggest allowing between 20 and 35 Euros per day, or a maximum of 200 Euros (£170) in total. The children will need both pounds and euros to purchase food and drink at services on the outward and return journey. Apart from that, they will only need money for incidentals such as souvenirs, presents, ice cream or drinks. You are responsible for ordering the currency for your child. When ordering the currency, please ask for notes in **small denominations** (5, 10 and 20 Euro notes) as this makes it much easier to distribute small amounts daily. Staff will distribute pocket money every morning in order to discourage the children from carrying too much money around with them.

If your child is taking or begins to take any medication prior to our departure, please give me the medication (and written instructions for its administration), just before we leave. Medicines must be in their original container with the label clearly stating the dose. In the case of **prescribed medication** you will also need to write down the name, address and telephone number of the prescribing doctor.

Finally, I am enclosing the code of conduct for you to complete and return to me before or at the meeting on 16 March. Please could you read and discuss the code of conduct with your child before you and he/she sign it. We want everyone to have an enjoyable trip, but it is obviously important that everyone abides by the rules in order to keep the children safe and make sure that everyone enjoys the experience.

36 The Green Norton Stockton on Tees TS20 1DX
T: 01642 553370 F: 01642 361031 W: www.redhouseschool.co.uk

If you wish to discuss anything further with me prior to the meeting, please do not hesitate to contact me. I look forward to seeing you on Thursday 16 March at 4.15pm.

Yours sincerely



Mrs Célia Gaunt
Head of French

Please return the following to me by **Thursday 16 March**:

- Code of conduct
- Passport
- European Health Insurance Card
- Currency in an envelope marked with your child's name and the amount (in small denominations)
- Details of any special dietary requirements or allergies

Loire Valley
Friday 31 March (midnight) – Wednesday 5 April 2017

Name _____ Form _____

I am able / unable to attend the meeting for parents on **Wednesday 15 March 2017 at 4.15pm**

Number of adults: _____ Number of children: _____

I have paid £_____ by bank transfer, payment reference _____

Signature of Parent _____ Date _____

Futuroscope & the Loire Valley 2017

CODE OF CONDUCT

AT ALL TIMES

- I shall display the normal standards of behaviour which are expected of Red House pupils.
- I recognise that swearing, spitting, chewing gum, drugs, cigarettes and alcohol are **NOT ACCEPTABLE** at any time.
- If we are given any 'free time' I must listen carefully to the instructions the teachers give – I must be fully aware of where and when we are to meet again. I must stay within the restricted area and at no time am I to be by myself.
- I know that the minimum group size is 4 at all times.

TRAVELLING TO & FROM FRANCE

- I shall be considerate towards other people at all times, including all other members of the group and the general public.
- I shall not make litter.
- I shall take care and follow safety instructions on the coach.
- I shall wear a seatbelt whenever one is provided.
- I shall not have excessive amounts of fizzy drinks, sweets or chocolate in order to avoid sickness.
- I shall be polite to the coach driver, the hotel staff and other members of the public.

IN THE HOTEL

- I shall read the fire notices & familiarise myself with the fire exits.
- I shall treat the hotel staff and other guests with respect and courtesy.
- I know that boys must not go into the girls' rooms and vice-versa, at any time.

- I know that I must not sleep in other pupils' rooms.
- I must not enter the room of any other hotel guest or allow them into mine.
- I must treat my room with respect and I know that any damage **must** be paid for.
- I must keep my room tidy, out of consideration for the friends with whom I am sharing.
- I must not lean out of windows or call to people / friends outside.
- I must NOT use the telephone in my bedroom to call other rooms.
- I must not run in corridors; I must speak quietly in the corridors, especially after 10pm.
- I must be sensible about the time I go to sleep.
- I must not leave the hotel, at any time, either by myself or in a small group, unless I am accompanied by a teacher from Red House.
- I must be prompt for meals.
- I must lock my bedroom door before I go to sleep and I must not leave my room again unless there is an emergency.

A Code of Conduct is necessary above all to ensure the health and safety of the whole party. Please discuss the above rules with your child before signing to show that your child is aware of the need to follow these guidelines and to cooperate with staff and other pupils at all times

Signed : _____

Child's name

Signed : _____

Parent / Guardian