



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Participation Achievement Support Success

Headteacher: Mr Jon Ford



LEADING EDGE



IMBERSKI TRIP – HINTERGLEMM 2010

Dear Parents / Guardians,

This handout contains all our travel details, some extra information about the day of departure and finally a behaviour agreement that needs to be signed and returned to us tonight. Please read through this circular and let us know if you have any questions or problems

TRAVEL DETAILS

Outward journey - Friday 12th February 2010

This is a Teacher Training Day and therefore students should NOT be in school until the times given below. If possible, would students wear their Imberski sweatshirts. It is also advisable to wear their ski jacket and have a hat and gloves available as it will be very cold on some of our night stops. If they are bringing a pillow and small blanket for the coach they should pack these in their backpacks for the coach.

12.45 – 13.00 (Not before these times as staff will be in a training day)

Arrive with luggage at **Imberhorne Lane**. Feel free to wait in the gym or outside in the coach area. Students should avoid wandering around the rest of the school unless they are visiting the toilet. There will be two lines of luggage adjacent to the bus lay-by indicated by a 'Coach 1' or 'Coach 2' sign. Students should put only their one main piece of luggage in the appropriate line, labelled with the luggage tag provided. These cases will be inaccessible until we arrive in Hinterglemm.

13:00

All students should be sitting on the floor of the gym in their social groups. They should have their hand luggage with them. We will register the students before boarding the coach.

13.30: Departure time

We hope arrive in Hinterglemm by approximately 9am on Saturday 13th February.

Return journey- Saturday 20th February

We leave Hinterglemm on Friday evening and are booked on the 13.20 (UK time) P & O Ferry, Calais to Dover. We should therefore arrive in Dover at about 14:30 from where we will allow students to telephone parents and guardians to advise you of our arrival time at Imberhorne Lane. We expect this to be between 15.00 and 16.00 on the Saturday. It is possible that we may catch an earlier ferry, so it would be helpful if you could be available throughout Saturday afternoon.



BEHAVIOUR ON THE TRIP

Students are reminded that they are expected to behave to a high standard on the trip, as on any school trip. If any student's behaviour should warrant sending that student home we will not hesitate to take this course of action. Obviously we would contact the parents immediately should such a situation arise. We have never needed to resort to this action in the past and would only do so in extreme circumstances.

EMERGENCIES

To contact you:

We will contact you immediately in the case of any emergency. If, during our time in Austria, you are going to be away from the home address you have given us on the consent form, it is essential that you give us your temporary address and phone number. Please do this tonight. We must leave a full and accurate list of all trip participants with the Head teacher, Mr J. Ford.

To contact us: Please ring Miss Robyn Coryton: Mobile: 07841 285729

Alternatively: Please only try to do this in an absolute emergency

Mr Martin Brown: 01273 540050 Mobile: 07914 727490

During office hours, you can contact the school on (01342) 323562. If all else fails, you could phone the hotel direct. Ask for one of us, as some of the hotel employees speak little English. Tel (from UK): 0043 65416312 or 0043 6547764

MEDICAL DETAILS

If there are any *NEW* medical details regarding your daughter / son please let Miss Barr know. Students who use inhalers should already have given a spare one to Miss Barr. In addition, any other prescribed medication should, by now, also have been handed in to Miss Barr

An unpleasant point we have to make. If your daughter / son is unwell prior to departure and there is any chance that this may effect the enjoyment of her / his holiday (or that of other participants), we would ask that you keep her / him at home. The cost of the trip can be claimed back on the medical insurance, but it is vital that you obtain a note from your doctor stating that the student is unfit to travel.

There is always next year!

PARKING

Imberhorne Lane has limited parking and this will be a problem as all staff have a training day at this site. Some space may be available but we advise you to drop your son/daughter off outside the school gates and then park in the public car-park at the end of Imberhorne Lane. In any case, please leave plenty of room for the two coaches to park and manoeuvre in the parking bay inside the school gates.

LUGGAGE

Please remember to pack light: only one **soft** case or holdall and one piece of hand luggage per student, with a pillow and a small blanket if you wish. Please look at your kit list for advice on the essentials to pack.



LABELS

Please use the PGL label for the piece of main luggage. In addition, label as many other items as possible with the students' name. In particular, label cameras, mp3's etc with both home and holiday addresses. If your child is taking any expensive equipment, please make a note of its make, model and price in case of an insurance claim. Give a copy to her / his social group leader.

A piece of paper with your name on, put in the pocket of a hired ski jacket is helpful, since these are easily muddled. Similarly naming moon boots can save a lot of hassle!

PASSPORTS / EHIC Card

These should be handed in at the final parents meeting.

POCKET MONEY

This will be issued daily by the social group leaders and kept safe by a member of staff.

You may hand it in sterling and the school will change it for you, or you may hand it in already in euros if that is convenient for you.

LOST ITEMS

Students should report any lost items to their social group leader **immediately**. In order to make an insurance claim we have to report missing items to the ship's purser if on the ferry or to the police in Austria.

CONTACT DETAILS

Please check the phone number we have for you is correct for the afternoon of Saturday 21st February.

DVDs

There are DVD facilities on the coaches. If you have any suitable films that you are prepared to lend to us to watch on the journey, please make sure they go in the hand luggage. (Again, place your child's name inside.)

SKI TESTS

These will be organised by the ski school. All prizes and test awards will be given out on the last full evening, at a special presentation ceremony.

IMBERSKI WEBSITE

An ongoing record of our trip can be viewed at

www.imberhorne.w-sussex.sch.uk

Here you will find photos of the day's events and some updates as to our adventures...

We have experienced technical problems in the past so please be understanding if it is not quite a daily update!



ADDRESSES

Hotel: Jugendgastehausheim Mitterlengau
A-5754 Hinterglemm 2
Salzburgerland
Austria
Manager: Fam. Breiffuss
Tel: 0043 6541 6312

Ski Company: PGL Travel LTD
Alton Court
Penyard Lane
Ross –on-Wye
Herefordshire
Tel: 0844 3711313

SAFETY PROCEDURES / RULES

We would like the students to understand the need for rules on a large trip such as this. It would therefore be appreciated if you could read through the following safety procedures and ski trip rules with your daughter / son, discuss the contents with her / him and sign and return the attached slip.

FIRE PRECAUTIONS

We are particularly insistent that adequate fire precautions are taken. Very early in the holiday we will have a Fire Drill Practice. The students' tasks will be:

1. Find out your nearest escape route.
2. Find out how to raise the alarm.
3. Carry out the Fire Drill silently and in a sensible manner.

ADULTS

Students may know the staff from school but there will be other adults with us whom they may not know --coach drivers, ski instructors, PGL representatives, and hotel staff. These adults will have responsibility for their welfare in the same ways as the staff they already know and students should realise they must do as asked by them at any time.

Thank you, here's to the best ski trip yet!

R. Coryton



RULES

You may not smoke, purchase alcohol or take part in gambling.
 You may not be in possession of a lighter or matches.
 You may not purchase fireworks, firecrackers, cap guns or guns that fire pellets of any form.
 You may not eat chewing gum or bubble gum at any time.
 You should follow all instructions regarding care of the coaches.
 You should not leave the hotel except when going on an organised group activity.
 When 'shopping' stay in a group of *at least* three. One person must have a watch!
 Do not crowd small shops.

In the hotel

You should not be in other people's bedrooms without staff permission and *never* after being sent to bed.
 You may only go onto the bedroom floor where your room is. Boys are not permitted onto the girl's floor and girls are not permitted onto the boy's floor.
 You should not make any noise or move around the hotel after "lights out".
 Do not wear Dr Martin footwear in the hotel. The soles mark the floor.
 Ski boots must be left in the boot room.
 You may not use the balconies before breakfast or after dark. Shoes must be worn.
 Bedrooms should be tidied before dinner every night.
 You should change out of your skiing clothes each night.

When skiing

Do not put on your skis at any time unless your instructor is present.
 Only ski with your ski group.
 Never ski on roads even if they have snow on them.

**THESE RULES ARE FOR YOUR SAFETY OR THE WELLBEING
 OF THE HOTEL STAFF AND LOCAL PEOPLE. BREAKING ANY OF THESE RULES MAY RESULT
 IN YOU BEING BANNED FROM A SOCIAL ACTIVITY.**

YEAR 8 / 9 /12 STUDENTS RETURN THIS SLIP (Hand-in tonight please)

Name of student Form

I have read through the final circular and the section on "Safety Procedures and Rules", the details of which have my full approval.

Signature of PARENT / GUARDIAN:

Signature of STUDENT:.....