

Parent information
Cologne Trip
Thursday 30th November – Saturday 2nd December 2017

For your attention: in order to keep the meeting as short as possible
please keep any questions until the end of the meeting

Destination: Cologne, Germany

Hotel address: Jugendherberge Koln-Riehl
City-Hostel
An der Schanz 14
50735 Koln
Germany

Hotel Tel no.: 0049 221 9765130

Trip Leader contact: 0044 7817 125339

(THE ABOVE TELEPHONE NUMBERS ARE ONLY TO BE USED IN EMERGENCY)

Members of Staff accompanying:

Miss Pedley (Leader), Miss Keeling, Mr Kavanagh, Mr Miller, Mr Byrne

Date of departure: Thursday 30th November
Time of departure: 04:30hrs (04:30am) (MORNING)
Date of return: Saturday 2nd December
Time of return (approx): 20:00hr (8.00pm)

Purpose:

Educational visit to Cologne offering opportunities for all students to be exposed to the language and use it interactively. The trip offers opportunities for all students to experience German culture and way of life. Students will be given activity booklets which will allow students the opportunity to practise their German learnt in school and build up their vocabulary during the trip.

Health and safety:

Staff are experienced in supervising school groups and monitoring student safety at all times. Strict procedures are in place regarding this.

Itinerary

Thursday 30th November 2017

04.30	Meet at school, luggage to be loaded onto the coach
05.00	Depart School, proceed to Folkestone
06.50	Check-In at Eurotunnel terminal
07.50	Shuttle departs - Ref: 51 89 76 76
09.25	Arrival in Calais, group to proceed to Cologne by bus
16.00	Approximate arrival Cologne (text sent to confirm safe arrival). Free time at the hotel.
PM	Evening meal at the hotel
PM	Introductory tour of Cologne and visit to Rudolfplatz Christmas Market.

Friday 1st December 2017

AM	Breakfast in hotel.
AM	Visit Cologne Christmas Markets. Students will travel between the Christmas markets using the Christmas market train (there are 8 different markets in Cologne.)
15:30	Visit Lindt Chocolate Museum
PM	Evening meal at the hostel
PM	Free time at the hotel for students to use facilities, e.g. games room.

Saturday 2nd December 2017

AM	Check out of hotel after breakfast
AM	Visit to Cologne Cathedral and last minute shopping 😊
11.00	Proceed to Calais
17.20	Check-in Eurotunnel terminal Calais
18.20	Shuttle departs - Ref: 51 89 76 76
17.55	Arrival in UK, onward travel
20.00	Approximate arrival back to School – to be confirmed by text after we arrive back in UK.

GENERAL NOTES: IMPORTANT!

BEHAVIOUR :

Staff will do their best to ensure the safety of the group and TO DO THIS WE WILL EXPECT ALL STUDENTS TO:

- **BE POLITE AT ALL TIMES DURING TRAVEL AND VISITS**
- **LISTEN CAREFULLY TO ALL INSTRUCTIONS GIVEN AND FOLLOW THEM**
- **BEHAVE APPROPRIATELY AT ALL TIMES**
- **REMEMBER THAT AS A GROUP YOU REPRESENT OUR COUNTRY AND SCHOOL**
- **RESPECT OTHER PEOPLE AROUND YOU WHO MAY ALSO BE TOURISTS IN GERMANY**
- **BE RELIABLE AND PUNCTUAL AT MEETING POINTS**
- **ANY DAMAGE IN THE HOTEL MUST BE ACCOUNTED FOR AND PAID FOR**
- **NO SMOKING OR DRINKING ALCOHOL AT ANY TIME**

FAILURE TO COOPERATE WITH ANY OF THESE POINTS MAY RESULT IN FUTURE TRIPS BEING UNAVAILABLE TO YOU.

SAFETY INFORMATION FOR COACH TRAVEL

All Students must observe the following points.

- All students must wear seatbelts at all times. It is **COMPULSORY** to wear seatbelts in coaches when the coach is in motion. Failure to do so can result in on-the-spot fines which are very heavy. There will be very regular seatbelt checks by staff to ensure that all students are wearing their seatbelts at all times. No students must be walking around on the coach.
- Use of coach toilets: Only to be used in emergencies. This is because it is difficult to discharge waste whilst on tour. The coach driver is by law required to make very regular coach stops during which time students have the opportunity to stretch their legs and go to the toilet.
- Drinks/food will be allowed at the driver's discretion. This is normally permitted as long as the bin bags provided are used. Students must respect the driver's wishes. No chewing gum.
- **The coach driver will brief the group on all functions and procedures before departure and it important that all students listen carefully to ALL instructions given. THE COACH DRIVER'S WORD IS FINAL!**
- Students are responsible for keeping their space on the coach clear and clean and must tidy up after themselves.

SAFETY INFORMATION FOR USING PUBLIC TRANSPORT IN COLOGNE

- Students will be briefed of journey prior to travel.
- Students should stay with the teacher that they register with.
- Students should be polite and courteous to other passengers.

SAFETY INFORMATION DURING EXCURSIONS

- Students must stay in groups of no less than FIVE. Any students caught wandering off on their own will be seriously dealt with and kept under very close supervision for the rest of the trip.
- Students will not talk to strangers apart from completing a questionnaire as part of the educational activities. Students will always remain with their group at all times.

- Observe that the traffic runs the other way in Germany so look left first then right! Students will walk not run across roads and must listen carefully to all instructions given by members of staff. Particular care must be taken when getting off the bus as the door may be on the side of the road.
- All students will be given ID cards and must keep their ID cards on them at all times. These will be given at the beginning of the trip. It will include the Hotel address and phone number, telephone number of group leader who will be available to contact at any time in emergency only.
- There will be very regular meeting points when students are not together as a group and students will be expected to be very prompt and register with their allocated member of staff. This is so that students may be monitored by staff who will be in designated areas throughout the day. Students will be told when and where to meet and will stay together at all times in their groups of no less than five.
- Students are not permitted to buy any WEAPONS, TOBACCO, CIGARETTES, WINE, BEER, ALCOHOL OR SPIRITS AT ANY TIME OR ASK ANYONE TO BUY IT FOR YOU.

IN THE HOTEL

- Be polite to hotel staff and use your German as much as you can!
- Look after your room – staff will be regularly checking all rooms throughout the trip for damage.
- If any damage occurs, this will need to be paid for by those who have made the damage.
- Bedrooms are single sex, normally between 2-4 people to a bedroom. Ensuite facilities are provided. Girls' and boys' bedrooms are on different floors where possible. Staff are situated in easily accessible places along the corridor. Students must bring their own towels.
- Students will be given a specific time when they need to be in their own bedrooms and will be informed when "lights out" happens. Staff will be patrolling the corridors regularly at bedtime.
- Each room is given a key and one student will be responsible for it. Usually the keys are handed in each morning before leaving the hotel and collected again by the student in the evening. The key will be left in the locked bedroom door each night after lights out. If there are any concerns after hours, members of staff will always knock on student doors and give their name.
- Continental breakfast and dinner are self-service and students will be orderly during breakfast and evening meals, leaving their tables clear and tidy. Any table of students not adhering to this will be punished suitably!
- There will be other guests in the hotel so please respect this and behave appropriately.
- Students will be made aware of the emergency exits and hotel safety procedures.

WHAT TO TAKE:

- **Small suitcase/holdall** - we are only going for 3 days not 24 years. Pack sensibly.....
- **A small day bag** (e.g. rucksack) to take onto the bus and on daily excursions.
- Breakfast and lunch on the first day are not included therefore students should bring some food with them for these meals. We will make regular stops throughout the journey and students will have opportunities to buy food and drink during these stops.
- Breakfast and dinner are provided by the hotel but students will need to purchase lunch. It is up to you how much money to take. I recommend **no more than £50** (approx. 70 euros). Staff will not be responsible for loss of money. It is the students' responsibility to look after their money. Please exchange cash into Euros before departure. The Post Office charges no commission for Euros. Tesco can also exchange money and any high street bank.
- **Mobile phones and all electronics are not allowed.** You may only bring **disposable cameras**.
- It is a long journey so please bring some activities, e.g. book/magazines, cards, travel games, paper and pens etc. We will also be showing films on the bus.
- **Bring warm clothing.** The weather is likely to be cold and it may rain/snow. A winter coat, scarf, gloves etc. will be required.
- **Umbrella/rain coat**
- **Any medication needed.** Please alert staff if we can help out with reminding you to take your medicine.
- **No heels** – take comfortable walking shoes/trainers.
- A towel
- Toiletries
- Girls: sanitary protection! Travelling can sometimes make you irregular!
- Travel sickness pills. Please take prior to travel, or follow the instructions on the pack before we travel.
- **Adaptors** for hairdryers / spare batteries etc.

Thank you for your attention