



BIE @ London 2012

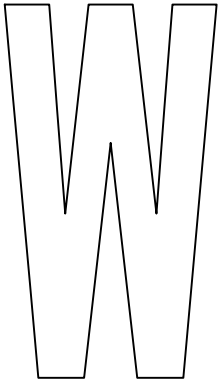
Pre Departure Pack

02/02/12 – 04/02/12



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elcome to your pre departure pack. It's full of information which seeks to help you get the most out of the experience of an educational residential. After reading the pack, if you have any further queries, your accompanying members of staff, Denise Jeffery, Sarah Holmes or Tom Day, will be happy to help.

AIM

The purpose of the educational residential visit is for you to experience time away from home in a controlled situation which may prove beneficial to you when moving on to your chosen career or higher education. However, balanced with the experience element, there is a strong educational requirement. As such the visit is not a holiday but a valid educational experience requiring your participation in discussions, visits and talks during your stay which will assist in the completion of associated residential assignments.

BEFORE YOU GO

Baggage

Luggage should be suitable for a short break. Please remember you will be responsible for carrying this on and off the train, and to and from the accommodation (approx 10 mins walk from LKX). Please therefore be sensible about how much you bring. You are being provided with a BIE Hoody for day wear when you are on visits and are therefore advised to bring layers to wear underneath with suitable outerwear for February in London.

Money

It is always difficult to advise students on the amount of money that should be taken on a visit. Sufficient funds should be available to cover meals not included in the cost of the visit plus personal spending.

GENERAL ADVICE

General rules apply for protecting yourself wherever you go. You should aim to reduce any risks by being careful and thoughtful.

Social Activities

Nobody can be expected to work 24 hours-a-day. There will be time to relax and enjoy yourself. **Do not abuse the freedom.** Your actions could not only affect others and future groups who wish to undertake educational visits both in the UK and abroad, but also yourself.

REMEMBER THE RULES ABOUT LEAVING THE HOSTEL

APPROPRIATE BEHAVIOUR IN OUR ACCOMMODATION

Morning Alarm Calls

The Generator Hostel is unlikely to offer a morning alarm call service. It is your responsibility to be on time at the appropriate meeting place. You are advised therefore, to take an alarm clock or ensure the battery on your mobile phone is sufficient to sound an alarm.

Breakfast

Breakfast is provided within the cost of the visit at the Generator Hostel. It is your responsibility to ensure you partake of this. Teaching staff will not expect a student to complain of hunger.

Noise in Hostel

There are laws concerning clients creating excessive noise in hotels/hostels after a certain time. In such situations the management of the accommodation has the legal right to remove clients from their establishment at any time, or the police may be called to assist in the removal of noisy clients. In such circumstances your parents would be contacted and they would be expected to arrange for your return home at their expense.

The Generator Hostel is situated in a residential area and requests that its clients respect their neighbours at all times by entering and exiting the premises quietly.

PROPOSED ITINERARY

This is the proposed itinerary which is accurate when going to print (17 01 12).

Meeting point

Darlington Train Station, main entrance beside the taxi rank and drop off point – 5.30 pm to prepare for train departure at 5.56 pm to London Kings Cross.

Trains

Outward: 02/02/12 – Depart DAR 5.56 pm, arrive LKX 8.48 pm.

Inward: 04/02/12 – Depart LKX 3.30 pm, arrive DAR 6.02 pm

Accommodation

Generator Hostel, 37 Tavistock Place, Russell Square, WC1H 9SE London, UK. Telephone: +44 (0)20 7388 7666

london@generatorhostels.com

Bed and breakfast basis.

| Date | Time | Event | Anything else |
|------------------------------|---------|---|---|
| Thursday 02/02/12 | 5.30 pm | Meet at DAR train station Register with staff members | |
| | 5.56 pm | Depart DAR | Food brought to eat on train or bought on train (not included in cost of visit) |
| | 8.48 pm | Arrive LKX | |
| | | Arrive and check in at accommodation | |
| Friday 03/02/12 | 7.00 am | Breakfast | |
| | 8.15 am | Depart Hostel for morning visits | |
| | 9.30 am | Old Bailey Talk and court visit | Tube from Russell Square to Blackfriars |

| | | | |
|------------------------------|-----------------------------|---|--------------------------------------|
| OR | 10.00 am | British Film Institute | Tube from Russell Square to Waterloo |
| | 12.30pm | Lunch | Not included in cost of visit. |
| | 1.30pm | Madame Tussaud's | |
| | 3.30 pm | Free time/ evening meal | Not included in cost of visit. |
| | 7.00 pm | Meet at Piccadily Theatre - Ghost | |
| OR | 7.00 pm | Meet at London Eye | |
| | End of show/London Eye trip | Return to Generator Hostel | |
| Saturday 04/02/12 | 7.00-11.00am | Breakfast | |
| | | Free time | |
| | 11.45am | Meet at O2 Bubble for British Music Experience | |
| | 2.00 pm | Depart BME for Generator Hostel | |
| | 2.30 pm | Collect baggage from Generator Hostel and walk to LKX | |
| | 3.30 pm | Train departs for DAR | |
| | 6.02 pm | Arrive DAR | Collection from DAR train station |

COSTS

The total cost for the educational visit is £165.00 per student. This includes:

- 2 nights accommodation at Generator Hostel with breakfast
- Train travel between Darlington and London Kings Cross
- 3 day Tube ticket
- Insurance
- Visit Hoody – for H&S purposes (you get to keep this of course)

- Entrance to: Old Bailey (and associated talk); British Film Museum; Madam Tussaud's; London Eye (if chosen); British Music Experience.

It does not include:

- Any other food and drink except what is outlined above
- Personal expenses

An additional cost of £20.00 has been levied for those students who have chosen to go to 'Ghost'.

EDUCATIONAL VISIT

The educational visit which has been arranged for you is **NOT** a holiday. It is a valid business like educational experience which requires your active participation in discussions, talks, conducted tours or visits.

It is therefore necessary to lay down certain 'ground rules' before we leave our Sixth Form. It is also necessary that you (and your parents) acknowledge the importance of these conditions, which we have found from past experience are necessary to maintain the high standards expected of participants.

Discipline and Our Code of Conduct

You should be familiar with UK law, ethics, morals, social customs and acceptable good manners. From experience, and for your own safety, we have therefore developed a basic set of rules which all students (and their parents) must agree to before departure on the educational visit.

These are in addition to any TSFE regulations and we would therefore ask you to agree to the following:

- a. That under no circumstances will I leave the hostel at any time of the day without informing Mrs Jeffery/Miss Holmes/Mr Day.
- b. In my free time I may leave the hostel, after agreement with Mrs Jeffery/Miss Holmes/Mr Day, but I must ensure that I am with AT LEAST two other students.
- c. Portable music equipment should be used discreetly and with respect for other clients staying in the accommodation. Ipods/MP3 players should only be used during 'off-duty' time.
- d. No football tops are permitted or any other signs of tribalism.
- e. Visit Hoodies are to be worn at all times when out during the day(s) on visits.

- f. I will refrain from the use of drugs or alcohol and understand that if I am found to be intoxicated my parents will be contacted to collect me at their own expense.
- g. I will sign in with Mrs Jeffery/Miss Holmes/Mr Day each night before 11.00 pm unless an activity allows a later return.

General

I therefore agree that:

- 1. I will co-operate fully with Mrs Jeffery/Miss Holmes/Mr Day, and with my colleagues in the group at all times to make the visit enjoyable, trouble-free and educationally rewarding.
- 2. I will keep a full 'record' of all events and activities undertaken during the visit to assist me in the submission of visit assessments on my return to TSFE.
- 3. Respecting the needs of the group as a whole, I will be punctual for all events ensuring that I arrive fully prepared at least five minutes early.
- 4. I will participate fully in all discussions and talks arranged for my benefit by the organizers of the visit and will complete such assessments as required by my subject teachers.
- 5. I will dress appropriately at all times.
- 6. I will show the utmost CONSIDERATION for other people and my colleagues at all times, particularly in the hostel. I know that any behavior which might inconvenience other guests or upset the hostel management cannot be allowed and is inconsiderate.
- 7. Nunthorpe School and its employees, accept no responsibility for any action which I carry out which is illegal or violates the Code of Conduct.

VISITS

Learning by Observation

You can learn a lot by looking and listening so be attentive and take notes where necessary.

General

Listening attentively and asking questions whilst on a visit shows that you are motivated and interested – so please prepare suitable and appropriate questions.

Resources

As you will be required to undertake a series of tasks during the visit you should ensure that you bring the following with you:

- Pen/pencil and general stationery
- Camera (photo evidence)
- Paper/notebook
- Pre-departure pack

CONCLUSION

These guideline notes are to assist you to make the best of your educational visit. They have been formed after many years of taking Sixth Form students on such visits.

We hope you will have some fun, get to know your colleagues, meet new people and have a valid educational visit.

Denise Jeffery

Curriculum Director for Business ICT and Enterprise

January 2012

CODE OF CONDUCT AGREEMENT

Please sign and submit to Mrs Jeffery by Friday 27 01 12.

Student Agreement

I have read and understood the CODE OF CONDUCT and accept that breach of this Agreement can result in disciplinary action being taken.

In the event of serious misconduct, or of any behavior likely to bring Nunthorpe's Sixth Form into disrepute, I accept that I could be returned home at my parents expense and that a full report of my misconduct will be forwarded to Miss Clinton and Mrs Kell.

Name:.....
(Capitals)

Signed:..... **Date:**.....

Parent/Carer Agreement

I have read and understood the CODE OF CONDUCT and accept that breach of this Agreement could result in disciplinary action being taken against my son/daughter/ward.

In the event of serious misconduct, or of any behavior likely to bring Nunthorpe's Sixth Form into disrepute, I accept that he/she could be returned home at my expense and that a full report of their misconduct will be forwarded to Miss Clinton and Mrs Kell.

Student Name:.....

Name:.....
(Capitals)

Signed:..... **Date:**.....