



# Year 6 Summer Trip to London

15<sup>th</sup> - 17<sup>th</sup> July 2024

Information for Parents

## Background Information

As a group of small schools this is our first residential visit to London, replacing the trip to Cardiff that has been a success for many, many years. This trip will take place in July and aims to introduce or reinforce children's experiences across a wide range of London culture and history.

## Target Group

20 pupils to 6 staff. Pupils from Year 6 across the 5 schools. Children with a 1:1 requirement will be accompanied by their supervising adult. If your child has a medical need it will need to be recorded on a medical form. Medication will need to be handed to your child's teacher and will need to be clearly labelled.

## Supervision Ratio

- ❖ 6 : 20

## Method of Transport

- ❖ We will be travelling with Pats coaches and they will be our main method of transport all week.



- ❖ A registered travel company with Flintshire County Council.

## Catering

- ❖ The children will need a packed lunch on the day of travel from home.
- ❖ Breakfast will be provided by the hostel.
- ❖ Packed lunches will be provided by the hostel and these will have been selected by the pupils one week before the trip.
- ❖ On Monday and Tuesday evening we will be eating at food outlets in London, we have requested that children have approx. £50.00 loaded onto a Go Henry card.
- ❖ Children will have access to other shops around the city to buy snacks from.

## Costing

- ❖ The cost per pupil is £300.00

## Health and Safety

- ❖ There are 3 members of staff who are First Aid at Work qualified.
- ❖ Other staff have Basic First Aid training.
- ❖ School has carried out a general risk assessment for all activities.
- ❖ Risk Assessments have been received, read and understood from all establishments we are visiting. These have been shared with staff from each school.

## Accommodation





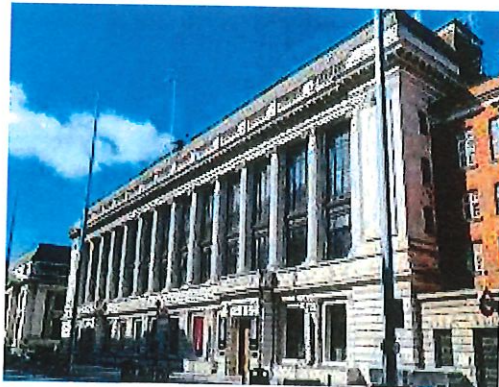


- ❖ We will be staying at YHA London, Earls Court
- ❖ We will be staying on the basement level of the hostel.
- ❖ We have sole use of the floor. Bathrooms are shared between our floor only.
- ❖ Exterior doors have door and key card access only.
- ❖ Internal corridor doors are controlled by key fob
- ❖ Access to personal rooms is by key card only.
- ❖ The Lead teacher has a key card to access all rooms.

### Our Trip

Below are the details of our arrangements for the duration of the trip.

- ❖ **Monday 15<sup>th</sup> July** depart schools using Pats Coaches. Children will stop en route for a toilet stop and for the driver to rest.
- ❖ We are due to arrive at The Science Museum for 12.30pm. We will have lunch on arrival.



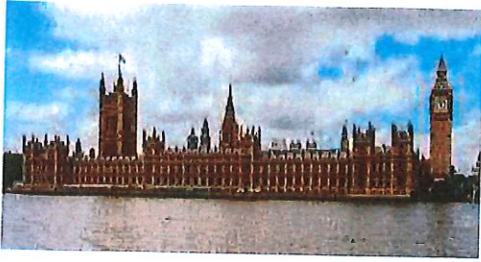
- ❖ We will be taken by bus to YHA after 3pm to check in and have a tour and safety brief.
- ❖ The evening activity will be a walk from the YHA to Kensington Palace and Kensington Gardens. There will be lots to see on the way.

- ❖ We will be eating in one of the food establishments on the way, hopefully Pizza Express.

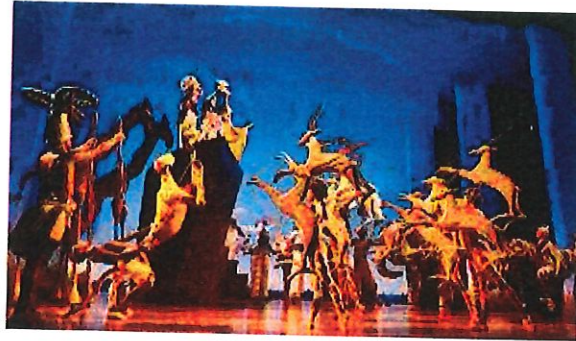
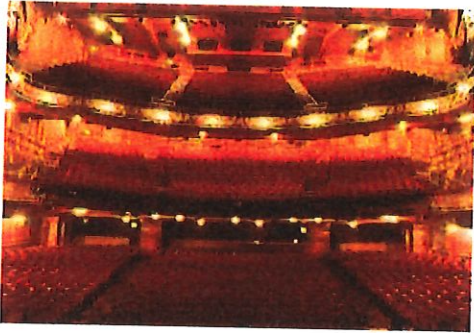


- ❖ We will then walk back to the hostel.
- ❖ **Tuesday 16<sup>th</sup> July.** We will be having an early breakfast at 7.30 am and will then be able to sort out our packed lunches from the hostel. (children should bring a ruck sack to carry their lunch and water bottles in.)
- ❖ **The coach will take us to The Houses of Parliament for our tour to begin at 9.45am. The tour lasts about 2 hours. This has now been cancelled due to the General Election and tours being cancelled.**
- ❖ **We will now do the walking part of the trip here instead.**
- ❖ We will then walk across to where The River Cruises moor, to have our lunch. Our river cruise is at 12.45pm.
- ❖ We then have another short walk to The London Eye where our 40min spin starts at 2pm.
- ❖ **From the London Eye we will then make our way on foot past Big Ben, The Mall and finally Buckingham Palace. The coach will then take us back to the YHA to get ready for the evening activities.**
- ❖ **After the London Eye tour we will now spend some time in St James's Park.**





- ❖ The coach will collect us from The YHA and take us to The Lyceum Theatre.
- ❖ The children will be able to buy their tea from one of the many food outlets in the area.
- ❖ The Lion King starts at 7.30pm. The coach will collect us after the show and take us back to the hostel.



- ❖ **Wednesday 17<sup>th</sup> July.** We will be having an early breakfast at 7.30am so we can pack our bags and clear our rooms.
- ❖ The coach will then take us to The Tower of London ready for our Pirates and Punishment Tour at 10.30. This is due to last about 1 hour. The children will then have something to eat before leaving for home about 1pm.



- ❖ We estimate the journey home will take approx. 5 hours.
- ❖ School staff will keep you updated on our progress.
- ❖ We are so excited!!

### **Pre-visit Arrangements**

1. The Lead teacher for this trip is Mrs O'Neill, Acting Headteacher of The Bryniau Clwyd Federation, she has completed a thorough itinerary for the trip by liaising with YHA, and all the establishments to be visited. The second teacher in charge is Mrs Amanda Walker, Acting Headteacher of Ysgol Y Foel, Cilcain.
2. Mrs O'Neill has booked Pats Coaches, they are given the itinerary in advance and later contacted for any queries.
3. Mrs O'Neill will speak to the Metropolitan Police prior to the trip to ascertain any events which are occurring in London which should be avoided.
4. A Parents Meeting is held where arrangements and itinerary are discussed and parents are given an opportunity to ask questions about the trip. Emergency contact telephone numbers are agreed. School and London contact numbers are given to parents.
5. Consent Form 4 and Medical Forms are completed by parents.
6. School's conduct of behaviour is explained to children and strict guidelines lay down for throughout the trip.
7. Children are told they will be supervised at all times and will not be allowed to leave their Group Leader. Strict parameters are set.
8. Children are told they will be expected to wear sun creams and hats in the case of hot weather. Wrist tags are given to the children which have emergency contact numbers on. Children are encouraged to drink water regularly.
9. A First Aid box is taken, contents as guided by school's Health and Safety Co-ordinator.



10. Group members are constantly checked by their Group Leader before, during and at the end of all visits.

### **Itinerary Risks Identified and Addressed**

- ❖ The boarding of pupils onto the bus, the storage of baggage, the seating/wearing of seatbelts are strictly supervised when embarking and on every bus journey.
- ❖ Children follow the strict directions given by their team leader when escorted from the bus to a safe eating area at any Service Station, they are supervised for toileting, and for returning to the bus. This is the strict Code of Conduct for every boarding/leaving of the bus, crossing of roads, moving between visits
- ❖ Children stand with their Group Leader sensibly when waiting to enter any museum or establishment etc. This will be the Code of Conduct when any queuing is needed.
- ❖ Around London staff need to be aware of the crowded nature of this tourist attraction and set rigid rules for a group to stay together. Children are not allowed to move through different rooms in museums unless with Group Leader. Children leave the building with their Group Leader. These will be the guidelines for visiting all tourist sites or venues during the trip.
- ❖ At YHA , our accommodation, procedures are explained firmly to the children by School Staff and YHA safety staff regarding:
  - **Fire safety arrangements;**
  - **Dormitory safety, e.g. windows, bunk beds, stairways, exits, the terrace, other residents, staff are on hand at all times.**
  - **Meal times, e.g. children are expected to take due care in the dining room and in any food establishments. Good hygiene standards are expected.**



- **Night time**, staff are available to children at all times. Children are expected to show safety during the night. A night porter is on duty. Children must not go out of rooms except in emergency to staff.
1. We avoid using any form of underground transport but if unavoidable children will follow precise procedures at stairways, ticket office, turnstiles, escalators, tube platforms, doors, when boarding/leaving trains, standing or sitting on train, and staff will call upon British Rail personnel if necessary.
  2. At the theatre, safety issues include queuing, stairways and toileting. Behaviour is closely supervised. Leaving of the theatre will be orderly and with their Group Leader.
  3. At the Science Museum safety issues include stairways, abiding by barriers, care on walkways and escalator, staying together in crowds, fire safety arrangements, gift shops, and the leaving of the building.
  4. On Boat Trip safety issues include care near water's edge, embarking boat, staying seated on boat, keeping clear of boat's edge, safety on stairways and care when disembarking.
  5. On walking tour safety issues include orderly behaviour, need to remain with group, awareness of other visitors, passers by, traffic, cyclists and adherence to security at Downing Street.
  6. At London Eye safety issues include water's edge, Pod doorways, orderly behaviour in Pod and careful exit from Pod.
  7. At the Tour of Houses of Parliament safety issues include strict adherence to security arrangements, staying with team leader and listening to instructions.
  8. In the event of a terrorist attack in London, staff will with their groups go to the nearest public building and hide. When deemed safe, staff and groups will return to the hotel where they will take further

instruction from the Police. Staff will communicate via mobile phone if this allows. All pupils and staff have wrist tags with Leader mobile number on and the address and number of the hotel.

On returning to school staff ensure the safe collection of pupils by parent/guardian.