

# The Kimberley School BATTLEFIELDS VISIT

5th - 8th November 2019

PARENT/CARER  
HANDBOOK





## **Introduction**

Thank you for choosing to send your son/daughter on the battlefields visit.

We have been running a visit to the WWI battlefields for some years now. A number of staff are now highly experienced in battlefields visits. Over the years, we have built up an excellent relationship with the hotel, coach company and local establishments in Northern France and Flanders. Students always speak highly about the visits and this year, we are looking forward to taking out our largest group of students yet!

As you can imagine, organising residential visit takes a lot of time, and our main priorities are that students are safe, and that they enjoy a valuable learning experience. As such, please take the time to discuss the contents of this information guide with your son/daughter.

Most of what you will need to know will be explained during the visit meeting. This information has also been summarised in this guide, but it also contains important information about behaviour expectations.

## **Key Dates and Times**

### **Tuesday 5 November:**

Meet at Kimberley Leisure Centre Car Park no later than 04:50

We will be leaving at 05:10 to travel to Dover

Ferry Crossing: 12:05

Arrive in France: 14:50 (French time)

Arrive at the hotel: 16:10

### **Friday 8 November**

Ferry Crossing: 16:05

Arrive in the UK: 16:45 (UK time)

Arrive in Kimberley Leisure Centre Car Park around 22:30

## What to pack

Luggage needs to be restricted to one case, plus one piece of hand luggage.

Students also need to bring a sleeping bag, (with their name on) and a towel, as these are not provided by the hotel.

### Essentials

Sleeping bag/duvet (packed separately)

Towel	Underwear for 4 days
Walking boots/ wellies	Warm clothing for 4 days
Warm, waterproof coat	Nightwear
Hat, scarf and gloves	Snacks and drink for the journey

### Optional items

Mobile phone*	Pillow for the journey
Camera*	Extra food

\* electronic items to be brought at own risk of students and must be looked after at all times. We advise students not to bring iPads/tablet computers.

Please ensure medication is labelled clearly. Your son/daughter's group leader will be happy to keep hold of medication if you wish.

## Contact Details

Please find below contact details, should you need to get in touch with one of the visit staff before and during the visit.

We will send a text message to parents/carers when we arrive in France. We encourage students to contact home at appropriate times. Please note that we will ask students to turn their phones on silent during the excursions.



Follow us on Twitter for updates and pictures during the visit:

**@KimberleyHist**

This booklet is available online at [www.kimberleyschool.co.uk/battlefields](http://www.kimberleyschool.co.uk/battlefields)

### Contact up to the visit:

[o.tuck@kimberleyschool.co.uk](mailto:o.tuck@kimberleyschool.co.uk)

0115 938 7000 (ask for Mr Tuck)

### Contact during the visit:

- School Student Services: 0115 938 7000 ext 275 (during school time)
- Le Chateau du Broutel: 01584 861555 (UK Office)
- Emergency only: +44 7538 042887 (24 hour contact for the visit leader)\*

\*This number will also be given to students. Please be aware it is an emergency phone number only and should not be used to ask for general updates on the visit. You will need to arrange with your son/daughter appropriate times to make contact. You can still email [battlefields@kimberleyschool.co.uk](mailto:battlefields@kimberleyschool.co.uk) during the visit, we will monitor this whilst abroad.

## Staff Details

We have 84 students attending the battlefields visit this year. We are accompanied by 8 members of school staff.

Students will be traveling on one of two coaches. For the majority of the visit, both coaches will follow the same itinerary. In some instances, coaches may follow different itineraries in order to enter small sites.

Below is a list of our key staff and their responsibilities on the visit:

<b>Oliver Tuck</b> Coach A	Year Performance Leader/ History Teacher	<b>Visit Leader</b> <b>Coach Leader (A)</b>
<b>Donna Hawkes</b> Coach A	Student Support Leader/ Safeguarding officer	<b>Safeguarding and</b> <b>First Aid Leader</b>
<b>Holli Levett</b> Coach A	Student Support Assistant (Behaviour)	<b>Accommodation</b> <b>Coordinator</b>
<b>James Clegg</b> Coach B	Assistant Subject Performance Leader (Maths)	<b>Deputy Visit</b> <b>Leader</b>
<b>Shan Tait</b> Coach B	Associate History Teacher/ Safeguarding officer	<b>Coach Leader (B)</b>

Coach names will be displayed in the windscreen of each coach on the morning of departure. It is the responsibility of students to get themselves on the correct coach.

Students will be placed in small 'register groups', led by a member of staff from their coach. Each group leader will look after students' passports and EHIC cards. If you have any questions on the day of departure, please seek your son/daughter's group leader in the first instance.

The sheet slotted in the front of this booklet during the information evening shows your child's coach and group leader.

## Hotel Information

### ***We will be staying at Le Chateau du Broutel, France***

Le Château du Broutel is situated on the edge of the small historical town of Rue. The main hotel is open to the public and also has accommodation for school groups. The Chateau has extensive grounds and a lake. Its outdoor areas are used as an outdoor activity centre. Students will be taking part in outdoor pursuit activities on the morning of their third and final day, before returning home.

Students will receive a breakfast at the hotel each morning, and an evening meal here on the first night. Students will receive a packed lunch each day, prepared by the hotel.

In the evenings, the hotel runs student activities.

Students will be assigned rooms (based upon their preference of friends, where possible). Your son/daughter will have already been told which room they have been placed into. Students are not permitted to change rooms without speaking to Miss Levett.





## **Terms and Conditions**

By attending the visit, your son/daughter agrees to the following visit conditions. Any breach of the behaviour expectations will result in a sanction on return to Kimberley. We will also take appropriate action during the visit.

### **Behaviour Expectations**

During travel, we expect students to:

- Wear a seatbelt at all times during coach travel and seek staff permission before using the coach toilet facilities.
- Not distract other road users in any way.
- Behave sensibly and respectfully on the ferry. Students **MUST NOT** go out on deck due to health and safety issues.  
Students must follow hotel rules and conditions:
- Students must not enter other students' rooms without permission from staff. This includes the sharing of their room code with anyone who is not an occupant of the room.
- Students are politely requested to respect the other guests and keep noise levels to a minimum.
- Students must not leave the grounds at any time unless on excursions.
- Students must not spray deodorants or hairspray in bedrooms. This must be done in the ensuite bathroom, as long as the light is on and the door is closed.
- Students must not bring illicit substances, or dangerous items, onto the hotel site. The consumption of alcohol, use of drugs, and the smoking of cigarettes or e-cigarettes by students is strictly prohibited. Any student found with illicit substances/items will be subject to the school's behaviour policy on return to school.

- The visit leader will agree a time for students to remain in rooms each evening, and then a time for 'lights out'. All students must abide by these timings. During 'lights out' periods, students are expected to remain in rooms (see below for more information).
- During activity periods, students must follow ALL instructions given by hotel staff. Failure to do so will result in withdrawal from these activities.
- Students must leave their room tidy each morning, so their room can be checked by hotel staff whilst we are on excursions. Rooms MUST be left free of litter before we check out.  
School staff have the right to enter student rooms in order to ensure students are asleep, awake, or to respond to a safety/behaviour issue. Out of courtesy, staff will knock first, but do not have to wait until a student opens the door before entering. Staff of the same gender as the occupants of the room will do this.

### **On excursions, we expect that students:**

- To be respectful to members of the public and staff.
- Behave sensibly and safely at all times.
- Follow the instructions of their group/coach leader.
- Return to meeting points on time.
- Do not purchase illicit or inappropriate items.

### **Emergency Procedures**

All aspects of the visit have been risk assessed carefully by the visit leader. Students' safety is of paramount importance, and we will ensure all participants understand emergency procedures associated with each site/ venue.

In the event of an emergency, students must follow instructions given by a member of hotel or school staff.

During the first evening in the hotel, students will take part in a fire drill.

In the event of illness/incident during the day students must seek help from a member of staff, who will contact the coach leader or the visit leader.

At night time, staff may be in different parts of the hotel, and staff members may be granted 'off duty' time. It is thus important that students follow the procedures set out below. The visit leader will be on duty during the night to deal with any issues. If the visit leader is unavailable, another member of staff will be assigned as the duty leader.

***In the event of illness/incident during the night:***

- Students need to contact the duty leader in the first instance, by phoning one of the emergency contact numbers.
- If this number is not working, students can leave the room to contact the visit leader or nearest member of staff. Staff will have signs on their bedroom doors indicating that they are on duty.
- It is advisable that if your son/daughter feels unwell, they wake other students if appropriate, who can then contact staff.
- In the event of other incidents during the night, students need to call the duty leader on the emergency phone number, and should only leave rooms if this number is unreachable after 2 attempts. In this case, students must seek the visit leader or a member of staff on duty.

If you have any concerns about your son/daughter prior to the visit, please contact Mr Tuck.

# Itinerary

## Day 1: Tuesday 5<sup>th</sup> November

05:10	Leave Kimberley
12:05	Ferry Crossing
14:50 (Fr)	Arrive in France
16:10	Arrive at Chateau du Broutel, safety tour
16:40	Free time to settle into rooms
17:30	Evening Meal
19:00 – 20:00	Evening Activity

### Meals:

Breakfast - needs to be provided/purchased by student

Lunch - needs to be provided/purchased by student\*

Evening meal - provided by the hotel

\* students who receive free school meals will have lunch provided

## Day 2: Wednesday 6<sup>th</sup> November

07:30	Breakfast
08:45	Depart Chateau du Broutel
09:55 - 10:25	Lochnagar Crater
10:30 - 10:50	Ovillers La Boisselle Cemetery
11:00 - 12:00	Thiepval memorial and museum, lunch*
12:40 - 13:35	Newfoundland Memorial Park, Beaumont Hamel*
14:40 - 16:30	Amiens - bowling
18:00	Return to Chateau du Broutel
18:45	Evening meal
19:20	Evening Activity followed by free time



\*separate excursion: coaches A and B will be split up for this excursion

### Meals:

Breakfast - provided by the hotel

Lunch - provided by the hotel

Evening meal - provided by the hotel



## Day 3: Thursday 7<sup>th</sup> November

08:00	Breakfast
09:00	Depart Chateau du Broutel – travel to Flanders
11:20 – 12:20	Lijssenthoek Cemetery, lunch*
12:40 - 13:10	Poperinge town*
13:30 – 14:30	Sanctuary Wood Museum*
14:45 – 15:45	Tyne Cot Cemetery*
16:15 - 19:00	Evening meal in Ypres & free time
19:30	Last Post Ceremony at the Menin Gate
20:30	Leave Ypres
22:40	Return to Chateau du Broutel

\*separate excursion: coaches A and B will be split up for this excursion

### Meals:

Breakfast - provided by the hotel

Lunch - provided by the hotel

Evening meal - students will be given 10 euros to purchase their own meal in Ypres



## Day 4: Friday 8<sup>h</sup> November

08:00	Breakfast
09:00	Students to pack
09:30	Depart Chateau du Broutel
10:10 – 11:00	Étaples Cemetery
12:30 - 13:50	Hypermarket - Lunch
14:35	Arrive in Calais
16:05	Ferry Crossing
16:45 (UK)	Arrive in Dover
22:30	Return to Kimberley School

### Meals:

Breakfast - provided by the hotel

Lunch - students will be given 10 euros each to purchase lunch at the Hypermarket

Evening meal - students will have the opportunity to purchase food at a service station on the way home



Étaples Military Cemetery



