



Pate's Grammar School
Princess Elizabeth Way
CHELTENHAM
Gloucestershire GL51 0HG
Email: jane.iowett@patesgs.org

All Parents & Guardians

Reference: OSC 2024

Date: 16 October 2023

ADMINISTRATION INSTRUCTION – OSC 2024

1. **General.** Pate's Grammar School OED will conduct a Ski Trip over 10-17 February 2024.
2. **Aim.** The aim of the trip is to introduce students to skiing or advance their existing skills.
3. **Main Events List.**

Day	Timings	Location	Remarks
10 Feb 24	2230hrs	PGS OED	Report to OED for final admin checks
	0100hrs	Depart for Heathrow	Flight BA0918 LHR: 0725hrs
17 Feb 24	0730hrs	Depart for Munich	Flight:BA0923 LHR: 0905hrs
	1330hrs	PGS OED	ETA

The collection time is an estimate and heavily depends on the flights and traffic, if we are running late or happen to be early, we will ensure that the students inform you.

4. **Expedition.** On arrival on the Sunday afternoon all participants will collect their ski equipment and passes from the ski school and meet the instructors. On Monday everyone who has stated that they can ski will ski under the guidance of the instructors who will place participants into a group of their ability, and then an instructor will be allocated to that group. Once Students are in a group only the instructor can move them between groups. All resorts have Blue, Red and Black runs but every resort caters for beginners. The ski timings for each day will be the same 0930 – 1200 and 1300 – 1530.
5. **Medical.** Medical procedures are detailed within our risk assessment and all our staff hold a current first aid qualification. As well as the travel first aid kit the assisting staff carry, there is a comprehensive First Aid Kit and stretcher held inside the safety vehicle stationed with our qualified safety staff/pastoral team.
6. **Event Details.**
 - a. **Transport.** We will be using private coaches and hire vehicles, all of which are covered by the school insurance.
 - b. In addition, all students are required to hand in a:
 - I. Parent consent form which includes Medical and Dietary requirements.
 - II. A copy of their valid passport with a minimum of three months remaining from the start date of the trip.
 - III. Global Health Insurance Card is required and to be carried by all personnel during the trip. If you do not have one, it can be applied for using www.gov.uk/global-health-insurance-card.

IV. If your child is using private insurance, a copy of the policy.

c. **Personal Equipment.** A copy of the kit list has been provided with this letter. Please ensure you do not overload your bags, items such as make up bags and excessive clothing will take up too much space.

Walking Boots with ankle support are a must, walking sandals/trainers and wellies will not be accepted.

7. **Behavior/Standards.**

Sensible behavior is always expected, staff reserve the right to exclude participants from any and all activities in the unlikely event that such a standard of behavior is not maintained, or if safety is compromised.

8. **Risk Assessment & Emergency procedures:**

A qualified Ski Instructor and a member of the support staff will be with every group to monitor their progress and deal with any emergencies.

In areas of high risk, groups will stay within the eyesight of the members of staff designated to each group. Risk Assessments have been completed and are issued to all staff involved. All participants and assistants will receive a thorough briefing at the start of the activity.

Students with medication must be responsible to self-administer. Medication should be carried in a waterproof container and location made known to the instructors. The instructors will confirm this prior to embarking on the training.

Should your son/daughter become ill we will contact you immediately and liaise with you on how to return them to your care.

Contact Details. In the event of an emergency, please contact the following:

Jane Jowett 07598 918864

Mobile signal is likely to be weak in the area we are working in so if you cannot reach us and it is not urgent, please leave a voicemail or message us and we will get back to you as soon as we can.

ORIGINAL SIGNED

Mrs Jane R Jowett
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