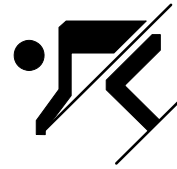




Dollar Academy Ski Club Easter 2010 Tour

Dollar Academy, Dollar, Clacks., FK14 7DU.
Phone 01259 742511. Fax 01259 742867.



Final Information Sheet

10th February 2010

Dear Parent/Guardian,

This letter and the accompanying notes about safety give much information which is essential to the smooth running and success of the Tour. **It is essential that you read them carefully with your son or daughter and reinforce the many important points. Please return the enclosed forms by Friday 26th February – the first Friday of the next half-term.** The Medical Certificate has two sides - on the reverse you will find a duplicate in French, a direct translation of the one in English. Both should be completed identically; this is a new initiative this session to ensure a smooth transit through French medical facilities, should they be required.

Staff spent a considerable time chasing up late returns of the previous 'personal details form' so a prompt return would be greatly appreciated.

1) Travel:

Our flights and coach times are scheduled as follows (**but still subject to possible change**):

Depart Dollar, Saturday 3 rd April	11pm
Check-in Manchester, Sunday 4 th April	approx 4-5am
Depart Manchester	7am Flight TOM2708
Return Manchester, Sunday 11th April	12.20pm Flight TOM2709
Arrive Dollar, Sunday 11th April	approx 6-7pm

Please make sure that you do not miss the coach - we cannot wait for latecomers. We suggest arriving in Dollar by 10.45pm on Saturday evening (3/4/2010). Our flight is to/from Grenoble by Thomson Airlines. The journey time from Grenoble to the resort is about 3 hours so we expect to arrive there by 2pm for lunch. Pupils prone to sickness in coaches should be given travel sickness tablets prior to departure – please give tablets for the return journey to either Mrs Dunnet or Mrs Robson (see later for further information on First Aid – Section 7).

The luggage allowance is 20kg – pupils must be able to carry their own luggage, so please try to keep it as light as possible. Ski boots must be packed as part of the main luggage or in a separate bag - **they are not allowed as hand luggage**. Skis should be packed in a well-padded ski bag. Luggage labels will be distributed during the last week of term.

2) HOTEL:

We will be staying at the Hotel Piolet, Les Menuires, 73440, France. The phone number for the Hotel Piolet is 00-33-479-010300. **Please use this number only in an emergency** as the hotel reception phone cannot be tied up for long periods.

The accommodation for pupils is mostly in 3 to 6 bedded rooms, all with private facilities. We will meet with pupils in early March to find out their ideal rooming wishes. Some rooms have balconies and we will be instructing pupils not to go onto their balcony (if they have one) as a matter of safety.

3) POCKET MONEY:

We recommend a **minimum** of £70 and a **maximum** of £90 – with the poor exchange rate of the pound to the euro, we have increased the suggested amounts compared with earlier details. Pocket money is required for drinks (skiing is very dehydrating, especially at Easter), snacks, phone calls, postcards, some evening leisure activities, ski test badges and souvenirs or presents. **Parents are advised to specify what can be spent on these latter two items.**

Typical price for a coke in the hotel's bar is 2 Euros - about £1.80! Of course, most children buy their main supplies (for consumption in their rooms) at the supermarkets where prices are about the same as Britain.

We will keep pocket money on behalf of your child for security reasons and also to help prevent excessive spending in the early part of the week. Pocket money is distributed daily as required before dinner. Please send a cheque for pocket money along with the enclosed forms **before Friday 26th February 2010**. Any remaining pocket money will be given to pupils on the last night of the tour in Euros.

For the first time in 30 years of Ski Tours we have had to impose a small surcharge of £10. The price of the Tour is set two years in advance and our account has not been able to generate the expected level of bank interest, which normally keeps the price of the Tour down a little. We apologise for this.

4) MEALS:

Full board is provided by the hotel. This means a cold buffet breakfast, cooked lunch and cooked 3-course dinner in the hotel.

5) PASSPORT:

A final reminder that all tour members require their own passport which we will take from them before departure from Dollar. **No passport – no travel – no refund!!** We think that no-one needs a visa but a reminder that it is your responsibility to have one if required.

6) THINGS TO TAKE:

The most important thing to have is a valid Passport.

A pair (or two) of quality warm gloves is essential for comfort. Snowboarders definitely need two pairs!

Cheap vinyl types of glove are useless.

Soap, shampoo, toothbrush, **towels** (Towels are not provided for school parties.)

Ski clothes - salopettes, jacket, **long** ski socks, woolly hat/helmet, spare thin jerseys/fleeces.

Minimum Factor 30 sun cream **and** lip salve (e.g. Ambre Solaire, Soltan, Snik). The sun is incredibly strong at this altitude and pupils risk severe sunburn if they do not have good protection. It is safest to also have a small tube of suncream and lip salve to carry around.

Night wear, extra underwear.

Swimming costume.

Dark glasses (preferably mirror type and not too expensive as these are often lost or damaged) and tinted non-mist goggles for bad weather.

Camera

Cards, games, paperbacks, magazines, etc.

Any personal medicines declared on the medical certificate.

EHIC card (see later)

Carrier bags for shopping/dirty clothes

7) FIRST AID:

Mrs Dunnet and Mrs Robson, both qualified nurses, are coming on the tour and they will have a first aid kit with headache pills, plasters, etc. Please indicate any special medical matters on the attached 'Medical Certificate'. Medical care for more serious matters is excellent in the resort and, should any such incident occur, we will contact parents as soon as possible via the emergency phone numbers you have given to us. Please hand any medication to our Nurses as your child boards their coach – feel free to call them at school with any queries.

8) SKIING:

Our hotel is just a few metres from an easy piste and this gives rapid access to the main skiing areas. Les Menuires and 'The Three Valleys' have a very large skiing area and, if the snow is good, we hope that most of the tour members will be able to cover much of it during the week.

Everyone is expected to ski for most of each day unless weather conditions or illness prevent it - our supervision is geared to this. **We stress the following rules that must be followed by all party members:**

- a) All pupils will have a 2 hour ski lesson from the '*Ecole du Ski Francais*' during the morning. The remainder of the morning is spent in the same instruction group but with a staff member. Please note that these morning groups are based on ability and not friendships.
- b) The afternoon is available for skiing with friends under staff supervision on designated slopes appropriate to ability and age. Everyone must ski in groups of at least four which remain together.
- c) Pupils must not ski outwith the Les Menuires ski area unless supervised by an adult.
- d) Every pupil will be assigned to a staff member who will be their ski leader for the tour. That staff member must always be kept informed if they will be skiing with anyone else (usually in the afternoon). **It is essential that this rule is followed fully and to the letter.**
- e) Off-piste skiing is not allowed except with an instructor.
- f) Pupils must not ski through wooded areas except with an instructor and must not try jumps when conditions are icy, a particular problem early in the morning.
- g) Be organised and think ahead. For example, it is unfair on everyone else in a group if you turn up 10 minutes late to your group or forget your ski pass, as they will have to wait for you.
- h) Do not wear earphones whilst skiing. You need to be aware of all sounds.
- i) Act sensibly and be alert at all times.
- j) Obey the Skiers' Code.

All party members will have a briefing about safety. A leaflet about 'The Skiers' Code' is enclosed which we would like parents and their sons/daughters to read over.

Trips to the Courcheval, Meribel and Val Thorens areas will be organised and these areas are well worth visiting and are included in our Three Valleys Lift Pass.

Snowboarders and Bladers will follow the same rules as above. Supervision may be carried out by skiing staff. Snowboarders should have pre-ordered their equipment at £13 for the week – in resort it will cost at least £20 **per day** so if anyone is wanting to use a board, it is vital to order this **now** before it is too late to do so.

Normal school rules apply throughout, and while it is the ultimate sanction, we have never had to send anyone home before, although we will not hesitate to do so if a serious error of judgement was made by a pupil/group of pupils. This would be done only after consultation with the Deputy/Rector and repatriation would be at parental expense.

9) INSURANCE:

The insurance policy can be seen on the SkiBound website at http://www.skibound.co.uk/sites/skibound.co.uk/files/SkiBound_09_10_final_v2_1.pdf. A printed copy is available on request. We have, however, paid a premium for no excess on medical claims. If anything is lost or stolen, it must be reported immediately and staff will then have to file a report to the police. Consequently, **please do not bring any unnecessary valuable items on the tour** and pupils should obviously not have large sums of money in their possession. Snowblades (if taken) must be looked after very carefully as they are prime targets for theft. The excess is £65 for most claims.

All tour members should have an EHIC card (which has now replaced the E111 form). Please apply now at www.ehic.org.uk or phone 0845 606 2030. The process takes only a few minutes to complete an order for the card. We will collect the EHIC card at the same time as their passport as the pupils enter the coaches.

Our insurance company FOGG have drawn our attention to the fact that staff and any pupils over 18 with 'pre-existing medical conditions' must phone the medical screening hotline (0845 1300 198) to ensure that they are covered on tour. A pre-existing condition is defined on page 2 of the insurance policy. **Pupils under 18 years of age with pre-existing medical conditions therefore do not need to call the hotline – this is a change from previous Tours. However, the advice from our travel company (SkiBound) is that parents should feel free to call if they are in any doubt or require re-assurance. We stress that the onus is on parents**

and staff to phone the screening hotline if in doubt; otherwise, issues relating to pre-existing conditions may not be covered – the tour organisers have no responsibility in this regard.

10) HELMETS:

As previously advised all pupils must wear a helmet while engaged in skiing and snowboarding. If you have requested a hired helmet, this will be shown on your account statement – if this position has changed, please indicate this on the pocket money section of the Medical Form.

10) EVENINGS:

There are a number of things to do, organised and supervised on a group basis by the SkiBound rep and/or our staff. These were some of the activities on our last Tour.

Bum-boarding

There is a large TV with a DVD player in the hotel. We will take a few films with us.

Karaoke.

A disco.

Quiz night.

A bingo competition.

Pool table and video games.

Swimming in the indoor sports centre. This is quite expensive – around £10 at peak time for 13+ and £5 for under 12's but this allows full use of pool, sauna, Jacuzzi, etc.

We stress that there will be a strict bed-time depending on age and the day. The main purpose of the tour is obviously for skiing and late nights do not go well with getting up early for a full day on the slopes.

11) GENERAL BEHAVIOUR

Pupils are reminded that this is a school tour and that school rules apply as detailed in the 'Information for Pupils booklet' and these must be adhered to. We would ask parents to ensure that their children are well briefed on the following additional rules:

1. There is ample space to socialise in the hotel's public areas and therefore **pupils must not be in bedrooms other than their own.** Although this may seem harsh and some pupils find it difficult to understand, past experience has shown that it is essential for everyone's security.
- 2 **Pupils must not go onto room balconies** at any time.
- 3 Furniture and fittings must be treated with respect - e.g. no jumping onto beds. Apart from any damage done to the furniture, serious injuries can result. Note that breakages of any type have to be paid for and those who cause them will be charged in full.
- 4 Rooms must be kept tidy. We do want the cleaners to be able to clean them. There will be a tidy room competition to encourage this and daily inspections will be made after breakfast.
- 5 Ski equipment must be put away carefully at lunch time and at the end of skiing each day. There is good and convenient locker space so there is no excuse for not doing so. Pupils with Snowblades should be particularly protective of their property.
- 6 Pupils must always obtain permission to leave the hotel and inform duty staff when they leave and when they return. They must stay in groups of four or more. Pupils will be expected to go to the locations that they have obtained permission to visit.
- 7 **No fireworks, laser pointers or knives** are to be purchased or used during the tour.
- 8 **No tobacco or alcohol** is to be consumed by pupils during the tour.

12) MOBILE PHONES

The Scottish Council for Independent School's advice is that pupils should not take mobile phones with them on tours abroad as they have caused serious problems for organisers because of practical jokes, misuse in emergencies, huge bills for parents and lack of insurance for lost phones. Staff will have mobile phones available for emergencies. **We therefore request that pupils do not take phones with them on this tour.**

13) GUEST COACHES

As usual, we have invited several guest coaches to accompany us on the tour. **Andy Snowdon** and **Dave Sinclair** are well known to those who have been on previous tours. Andy has been on at least 10 tours since 1987 - he has been in charge of racing squads at Firpark and is well known for getting the best out of anyone skiing with him. Dave has been on 7 tours and has been instructing our Prep School groups for many years but will be helping with the snowboarding on this occasion. **Sharon Crossan** is our third guest coach and she is a BASI 2 instructor who coaches many of the public instruction groups at Firpark and has spent some time instructing in America this season. We are also delighted to welcome back **Miss Amy Marshall**, formerly of the Art Department – an excellent skier, she will also be able to stretch our best groups.

As noted earlier, all pupils are instructed each day by the local French ski school so our guests are not accompanying us as instructors but as coaches. I would like to thank them for volunteering their time so readily to help our tour members. There will also be 14 school staff members on the Tour, with a wealth of experience, both of the Three Valleys Ski Area, and of skiing in general.

12) AND FINALLY....

Luggage labels will be distributed in due course, usually just before the end of term.

A number of pupils will need to be assessed of their ski ability so that morning instruction groups can be as accurately pre-formed as possible. We will be in touch with anyone who we have not seen skiing.

The aim of the tour is to have a fantastic week in great surroundings improving skiing or snowboarding technique and general fitness. The development of responsibility towards others, living away from parents for a full week and living in a foreign country are some of the other benefits that will accrue. It should be a great adventure with lots of fun for all and we want to achieve this as safely and securely as possible. The information and rules contained in this document are there for that purpose and have been developed from the experiences of many previous tours and with school insurance regulations in mind. We hope that tour members will respect all rules for that reason.

If you should have any queries, please do not hesitate to contact us at the Academy. Here's hoping for some really good skiing in one of France's top-rated resorts.

Yours sincerely,

Mr D Lumsden
Mr R Marchant

Please return these sheets with all three sides completed, along with your cheque to Mr Lumsden (in Lab 1) by Friday 26th February 2010

Medical Certificate:

Iparent/guardian ofin Form Class have received the details of the Ski Tour to take place from Saturday 3rd to Sunday 11th April 2010 and give permission for my son/daughter/ward to take part.

I understand that in the event of serious accident or injury to my son/daughter/ward every effort will be made to contact me. Where this proves impossible, I hereby consent to my son/daughter/ward receiving any medical/surgical/dental treatment including a general anaesthetic and/or blood transfusion (please delete as appropriate), as considered necessary by the Medical Authorities present.

I understand that it may be necessary, in exceptional and emergency circumstances, for me or a nominated representative to travel to the site of medical treatment (which may be to the group's location) to take over responsibility for my son/daughter/ward.

Should my son/daughter/ward require treatment for minor ailments, I give permission for expedition leaders or their deputies to administer, as appropriate (*strike out whichever does not apply*):

1. paracetamol or other analgesics (for relief of pain or fever)
2. antihistamine (for relief of hayfever, insect bites or other allergic reactions)

I give details below of any other medication, prescribed or non-prescribed, that my son/daughter/ward may need to carry, or those to which he/she is allergic. I furthermore give permission for expedition leaders or their deputies to help administer these medicines if required.

1. Current medical conditions or concerns of which expedition staff should be aware (please include any relevant condition already notified to the school):

.....
.....

2. Medication required for this / these condition(s)

.....

3. Instructions for the administration of any medication being carried to treat the condition(s):

.....
.....
.....

4. I understand that if my child is not carrying the medication noted at (2) above at the time that the trip begins he / she will not be permitted to participate and I will be responsible for collecting him / her from the intended point of departure.

I can be contacted at the following numbers at all times during the time of the trip:

Signature Date PTO

Autorisation Parentale

Je, soussigné(e) parent/tuteur de déclare avoir pris connaissance des vacances de ski proposées aux classes de Dollar Academy et ayant lieu de samedi 3 jusqu'à dimanche 11 avril. Par le présent, j'autorise mon enfant à y participer.

Je reconnais qu'en cas d'accident ou de blessure, tout sera mis en œuvre pour me contacter. Si cela s'avère impossible, je consens à ce que mon enfant reçoive des soins médicaux / chirurgicaux / dentaires comprenant une anesthésie générale ou / et une transfusion sanguine (rayer si inapproprié), si les autorités médicales présentes le jugent nécessaire.

J'accepte la nécessité en cas d'urgence exceptionnelle que, soit moi, soit une personne nommée par moi, se rende à l'endroit du traitement médical (qui pourrait être la destination du groupe) afin d'assumer la responsabilité pour mon fils/ma fille.

S'il s'avère nécessaire que mon fils/ma fille reçoive des soins médicaux, j'autorise les organisateurs à lui administrer (rayer si inapproprié) :

1. des pillules paracétamol or d'autres analgésiques (pour combattre les douleurs ou la fièvre)
2. antihistamine (pour combattre les symptômes du rhume des foins et des piqûres d'insectes)

J'ajoute ici les détails de tout autre médicament, prescrit ou non, que mon fils/ma fille aura apporté, ainsi que ceux auxquels il/elle souffre d'éventuelles allergies. J'autorise les organisateurs / accompagnateurs à lui administrer ces produits médicaux en cas de nécessité.

<p>1. Restrictions médicales en cours dont les professeurs devraient être au courant:</p> <p>.....</p> <p>.....</p> <p>2. Détails des médicaments prescrits pour combattre d'éventuelles conditions médicales:</p> <p>.....</p> <p>3. Instructions concernant la manière d'administrer les produits médicaux qu'il/elle aura apportés:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>4. J'accepte que, si mon fils/ma fille n'a pas sur lui lors du départ les médicaments dont il est question, les professeurs ne pourront pas lui permettre de participer à l'excursion et que je devrai venir le/la chercher.</p>
<p>Pendant toute la durée de l'excursion, je serai à contacter sous le(s) numéro(s) suivant(s):-</p>

Signature du parent..... Date

PARENTS - I have read the *Final Information* document and discussed all important points with my son/daughter/ward.

Signed Parent/Guardian

Date

PUPILS - I have read the *Final Information* document and agree to follow the Rules contained therein.

Signed Pupil Tour Member

Date

Pocket Money £..... (minimum £70, maximum £90)

Add/subtract Tour Balance due/refund £..... (see your account statement)

Cheque for pocket money and extras enclosed £..... (Cheque enclosed - Total of the above)
(payable to **Dollar Academy Ski Club**)

Confirm Tour Member has EHIC card Yes / No (please circle)

Confirm Tour Member has passport/visa Yes / No (please circle)

Medical Screening Hotline contacted Yes / No (please circle)

Final check for helmet hire

Helmet hire in France needed Yes / No (please circle)

Please return these sheets with your cheque to Mr Lumsden (in Lab 1) by Friday 26th February 2010