



# London Theatre Trip

## Information Booklet

22nd to 25th  
March 2024

# Itinerary

## Day 1 - Friday

- Pupils to be dropped off at **George Best (Belfast City) Airport at 04:30**
- British Airways Flight Number BA1431 to London Heathrow
- Coach transfer to Premier Inn London Kensington (Earl's Court) and luggage drop off
- Visit to the British Museum
- (Pick up lunch en route and eat in museum lunch room)
- Shopping/free time in Oxford Street
- Free time in hotel to organise rooms and luggage
- Dinner in a restaurant/outlet of your choice in Victoria Station
- Evening performance of *Wicked* at Apollo Victoria Theatre



## Day 2 - Saturday

- Continental breakfast in hotel
- Coach transfer to Harry Potter Studios for visit
- (Pre-ordered packed lunch will be eaten in dining areas at studios)
- Coach transfer to Covent Garden shopping centre
- Dinner at a venue of your choice within Covent Garden
- Jack the Ripper walking tour



# Itinerary

## Day 3 - Sunday

- Continental breakfast in hotel
- Hidden London Walking tour
- (Lunch at either McDonald's or Five Guys outside St Paul's Cathedral)
- Guided tour of the Globe Theatre
- Dinner at Pizza Express
- Table quiz at the hotel



## Day 4 - Monday

- Continental breakfast in hotel
- Check-out and store luggage
- Westminster Walking tour (or Natural History Museum visit if heavy rain)
- Retrieve luggage for coach transfer to London Heathrow
- (Pick up lunch en route and eat in hotel)
- Light dinner at a venue of your choice within London Heathrow
- British Airways Flight Number BA1422 to George Best (Belfast City) Airport
- **Pupils to be picked up at George Best (Belfast City) Airport at 20:40**

# Luggage Restrictions

## Bags

Pupils are only permitted to bring hand luggage on the plane to London.

This means:

One cabin bag, not exceeding 56cm x 45cm x 25cm in size (including the handle, pockets and wheels, as this must fit overhead);

**PLUS** one small bag, not exceeding 40 cm x 30 cm x 15 cm in size (including the handle and pockets, as this must fit under the seat).

Try to make your small bag suitable for taking on day trips while in London. This should fit the restrictions above, but also be big enough to fit your lunch bag and anything else you will need each day.

## Liquids

Pupils must bring their own toiletries.

- Each liquid must be in its own container of no more than 100ml.
- You need to put all items in a single, transparent, re-sealable plastic bag of up to 20 x 20cm, with a total capacity of up to one litre.

For more information, see the [British Airways website](#).

Pupils are not permitted to bring:

- Personal electronics (with the exception of mobile phones);
- Any banned substances (e.g. cigarettes, vapes, alcohol).

Pupils will be expected to take responsibility for their own belongings. The School will not accept responsibility for any damaged or lost personal belongings.





# Additional Costs and Spending Money

The flights, accommodation, and all of the planned activities have already been paid for in full. Breakfast will also be provided for pupils on Saturday, Sunday and Monday in our hotel.

However, pupils will need money for the following (see the itinerary for further details):

- Public transport (must be in the form of a debit/Oyster card);
- Breakfast/coffee in the airport on Friday morning;
- Lunch on Friday, Sunday and Monday;
- Dinner on Friday and Saturday;
- A light meal in the airport on Monday evening;
- Money for drinks/snacks while out and about;
- Any spending money.



We would therefore recommend that students bring between **£100 and £150** (not including spending money for shopping) to cover these costs, plus any souvenirs they may wish to buy.

## In Case of Emergency

### Contact Numbers

Pupils and parents/guardians will be provided with an emergency contact number for staff. (See 'School Trip Mobile Phone Agreement' page.)

### Medication and Allergies

If your child needs to take any form of medication with them on this trip (including inhalers), or has an allergy of any kind, please speak to Mrs Graham or Mrs Patterson as soon as possible. This is particularly important if any medical information has changed since handing in the permission forms last summer.

# Packing Checklist

## Cabin bag (max. 56cm x 45cm x 25cm and 23kg)

- ☐ Four changes of clothes (**lots of layers!**)
- ☐ Trip hoodie
- ☐ Spare comfortable shoes
- ☐ Personal toiletries/sanitary products
- ☐ Mobile phone charger
- ☐ *One-to-many extension cord\**
- ☐ *Small group games (e.g. Uno, Monopoly Deal, etc.)\**
- ☐ *Plasters\**



## Small day bag (max. 40 cm x 30 cm x 15 cm)

- ☐ **Photographic ID (valid and in date)**
- ☐ Mobile phone
- ☐ Contactless debit card/Oyster card
- ☐ Spending money/card
- ☐ Emergency contact card
- ☐ Medication (e.g. inhalers, etc.)
- ☐ Small insulated lunchbox/coolbag

## Wear on the Friday

- ☐ Comfortable clothes
- ☐ Comfortable shoes
- ☐ Warm, waterproof coat

*\* Optional, but  
recommended*

## My Own Notes





# Code of Conduct

It is expected that Glenlola Collegiate pupils should behave in a responsible and co-operative manner during all educational visits and be good ambassadors for the school. We wish to draw to your attention the following Code of Conduct which pupils will be expected to adhere to at all times:

In signing this contract, I agree to:

At all times

- behave responsibly and show consideration for others, including fellow pupils, staff and members of the public;
- comply with the instructions given by school staff;
- look after my own possessions and anything I borrow;
- keep all facilities clean, tidy and undamaged;
- abide by any rules and regulations of the places we visit;
- in the event of an emergency, follow emergency procedure instructions;
- understand and follow the rules about the purchase, possession and consumption of alcohol, tobacco and e-cigarettes/vapes;
- understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden;
- inform staff if I have any medical conditions or injuries;
- inform a member of staff if I have any concerns about safety or security;
- report any damaged or unsafe equipment;
- wear appropriate clothing and footwear;
- comply with any restrictions on the access to and use of social media and online services including agreement on the safe sharing and posting of photographs, videos and other information.

A signed copy of  
this form must be  
given to Mrs  
Graham ASAP.

When in a coach or minibus

- remain in my seat, unless given permission to do otherwise;
- wear my seat belt;
- do not distract the driver – no shouting out, no flash photography etc;
- if I begin to feel travel sick, inform a member of staff;
- when disembarking, be aware of traffic movement and direction.

When on a ferry, at an airport or at a railway station

- remain in my group at these busy locations;
- be aware of and comply with all timings and meeting places;
- understand and comply with security arrangements and limitations;
- follow instructions from transport operator staff;
- follow all instructions about being on boat decks;
- visit shops in pairs or groups - never alone;
- stay back from the edge of railway platforms;
- be sure you know where the group is based and how to locate staff.

When staying in a hotel or other accommodation

- read and understand all instructions about fire and safety procedures;
- know the location of duty staff;
- comply with any instructions about permission to leave the hotel;
- comply with any instructions about access to parts of the hotel, e.g. bar, casino, swimming pool;
- understand the dangers of balconies and comply with any instructions about access to them;
- comply with instructions about access to other people's bedrooms;
- comply with any instructions about appropriate relationships amongst participants and/or other people I may come into contact with on the trip;
- arrive on time for meals and meetings;
- comply with any restrictions on the use of mobile phones, smartphones, tablets, cameras, music players, etc;
- comply with any restrictions on internet access, and viewing TV, videos and DVDs, etc.

Excursions

- remain in your designated group;
- know which member of staff is your nominated leader;
- when unaccompanied by staff, ensure that you understand any instructions and limitations;
- always carry your emergency contact card.

Possible sanctions may include:-

- Verbal warning;
- Pupil exclusion from an activity/all activities;
- Parents will be informed;
- In an extreme case, the pupil may be sent home early and parents would have to incur any additional costs;
- Pupil may not be allowed to participate in future school trips.







# Mobile Phone Agreement

- ✓ The form will be held in paper copy by the London trip coordinators (Mrs E Graham and Mrs C Patterson) alongside the trip permission form for the indicated pupil.
- ✓ This information will be held electronically by the London trip coordinators on a password-protected phone using a temporary SIM card from Thursday 21st March 2024 (the day before the trip) until the evening of Monday 25th March (after all pupils have been collected from the airport).
- ✓ The number for this phone will be shared with all parents/guardians in case of emergency on Thursday 21st March, via the School Gateway messaging service. This will replace the phone numbers which you have previously been provided with.

## WhatsApp

- ✓ This information will be used to contact pupils via WhatsApp with details pertaining to the London trip only.
- ✓ This information will be used to add you to the 'London 2024: Room [number]' WhatsApp group, where your name and number will be visible to the other 1-2 pupils sharing a room with you on the trip.\*
- ✓ The administrators of this group will be Mrs Graham and Mrs Patterson.
- ✓ All WhatsApp groups will be on a 'Communities' broadcast list. Each pupil will be able to see the name of all the other groups, but not the participants or their details.
- ✓ These WhatsApp groups will be in operation for the period outlined above. After this, the WhatsApp groups will be deleted, the temporary SIM card will be deactivated, and the phone will be reset to factory settings.

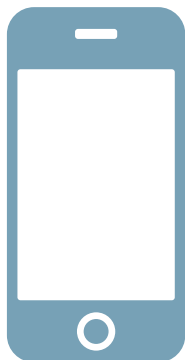
*\* Room allocations will not be available until approximately a week before the trip. Please inform Mrs Graham or Mrs Patterson ASAP if there is anyone you do not wish to share a room with.*

## Life360

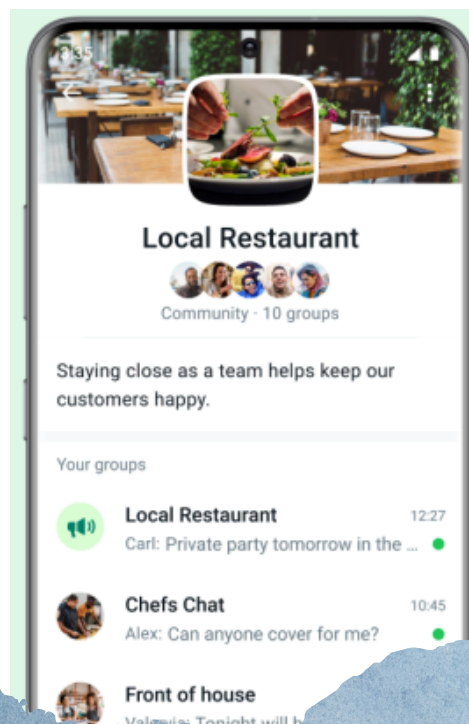
By completing and signing below you agree that:

- ✓ You will download the Life 360 app prior to the trip, and enable location sharing.
- ✓ You will join the Life 360 'Circle' using the code sent to you by Mrs Graham and Mrs Patterson on the morning of Friday 22nd March 2024, via WhatsApp.
- ✓ Your location will be shared at all times on the trip, and with everyone on the trip.
- ✓ You will be removed on the evening of Monday 25th March (after all pupils have been collected from the airport), and the Circle will be deleted.

In the unlikely event that the staff phone is lost or damaged, 'Lost Mode' will be activated to ensure that your details cannot be accessed by anyone except the trip coordinators. The secondary phone (which does not have access to WhatsApp or Life 360) will then be in use for emergency phone calls only. This number will also be sent to parents/guardians on Thursday 21st March via School Gateway.



A signed copy of  
this form must be  
given to Mrs  
Graham ASAP.





# F.A.Q.s for Pupils

## **How much walking will be involved in the trip?**

In short: a lot. We will be doing two walking tours around London, plus walking around the British Museum and Harry Potter Studios. Make sure your shoes are comfortable, suitable for all-day wear, and have been broken in before the trip. Do not bring/wear heels, stiff boots, or baseball shoes.

## **Why do we need a contactless debit or Oyster card?**

We will be using the Underground tube system for getting to and from several of our planned activities. In order to use the tube, you will need to 'tap in' and 'tap out' at either end of the journey. This requires you to have either a contactless debit card, or an Oyster card. Please ensure that either have adequate money available on them for your whole trip. See the [TFL website](#) for more details.

## **Who will I be in a hotel room with?**

Every pupil will be sharing a room with one or two other pupils. Rooms will be allocated closer to the time of departure. We will not be able to pair everyone solely on the basis of who they are good friends with. If there is anyone you would not want to share a room with for a specific reason, please speak to Mrs Graham or Mrs Patterson ASAP.

## **Will I be allowed free time/shopping time at any stage?**

There is some free time built in to Friday and Saturday afternoon. However, you will be given boundaries to stay within and must stay in small groups. At all other times, you must stay with your group leader while out and about. You must also stay within the stated areas of the hotel, i.e. your own room and any designated common areas, between excursions.

## **Who will I be sitting with on the plane?**

This will be determined by the way the tour company has organised the tickets. You will not be permitted to move seats. However, the flight is only 1 hour.

