 

September 2017

***To:******Parents/Guardians of Year 7 Students***

Dear Parents/Guardians,

This booklet has been compiled to explain the wide and varied programme of activities that the Year 7 students will be involved in during their Residential Visit to Rayong. Residential Visits form part of the Secondary School programme and enhance both pastoral and curriculum objectives in that they encourage students to reflect on their performance and participation in a different environment.

The booklet describes where the “challenges” lie, as well as presenting practical issues, including essential matters of health and safety. The relationship between these visits and the curriculum is summarised and I trust that the information contained in this booklet answers any queries you may have.

Our Secondary students enjoy these Residential Visits and, most importantly, learn a lot about themselves and the world around them through active and enthusiastic participation.

Yours sincerely,

Mr. Mick Smith

Principal – Secondary School

**Year 7 Residential Visit 2017**

#### Trip Destination: Rayong Chalet Resort, Rayong

#### Date/s: Monday 13th November – Friday 17th November, 2017

Dear Parents/Guardians

It is my pleasure to forward the information below regarding this year’s Year 7 Residential Visit to the Rayong Chalet Resort in Rayong.

**The Setting**

Rayong Chalet Resort is situated between the Dongrak mountain range and the Gulf of Thailand, close to the town of Rayong. The resort is modern and self-contained, has a safe beach and is surrounded by a wide variety of flora and fauna. The climate for November is dry which ensures that outside activities can be undertaken in comfort and safety.

**The Accommodation**

The resort is a clean, well-equipped facility with open space for activities including a beach and recreation area. Students will be staying in air conditioned rooms with en-suite bathrooms, and will be required to share rooms. Staff will have similar accommodation alongside the students for immediate access should the need arise.

The Year 7 Residential Visit is an integral part of the Secondary School Curriculum and therefore contributes to the fulfilment of the **School’s Mission Statement**. One of the main aims is to provide the Year 7s with experiences which may be new and unfamiliar to them and which encourage them to actively examine and develop their attitudes and values.

Each Residential Visit is designed with a specific programme to help enhance the mainstream curriculum and to provide opportunities for personal and social development. In addition, they follow on from the work covered in previous school years, and aim to consolidate work being covered in the current academic year.

Each Residential Visit and its related activities are planned to achieve the following aims:

* Exploration of cultural, historical or physical environments with specific targets linked to the school’s curricular aims;
* Reinforcement of self-esteem and positive interaction amongst children and staff, within a unique setting.

As students move through the school, experiences provided in Residential Visits progressively require them to become more independent. The visits will provide the opportunity for students to develop personal and social skills. Our aim is to encourage the development of:

* independence and self-discipline;
* self-confidence and self-esteem;
* sound relationships among students;
* sound relationships between students and staff;
* flexibility and consideration for others;
* initiative and problem solving skills;
* leadership skills;
* the ability to work with others in a team;
* communication skills;
* the ability to enjoy the environment without destroying it.

It can be difficult for young people growing up in Bangkok to have the social opportunities that may be available to them in other cities. Therefore, another - and possibly the most important - reason for taking the students away, is for them to have an opportunity to socialise and have fun.

**Our Expectations of Students**

As with all out-of-school activities organised by Patana, the safety, well-being and enjoyment of everyone is of paramount concern. The Residential Visit will provide a challenging and safe experience for all involved. In line with our student safeguarding policy during school trips/overnight stays students must:

* remain in designated areas at all times
* never go anywhere with somebody that you don’t know
* tell a teacher if you are worried about anything
* respect privacy when sharing a room and bathroom
* sleep in your own bed
* identify who is at the door before opening it

Clear rules of discipline and expectations of students’ behaviour will underpin all that takes place in order to provide a caring, secure but challenging atmosphere.

Therefore, students will be expected to:

1. play a full and willing part in the social side of the visit, taking on any jobs that may be required;
2. co-operate with teachers and comply with all directions given;
3. respect each other, their belongings, the people they come into contact with and the environment;
4. bring all the necessary equipment required for their visit as outlined on the list of basic equipment and any follow up letters;
5. keep their living area clean and tidy;
6. complete all tasks set;
7. look after their belongings and pocket money;
8. behave appropriately at all times.

We are keen to impress upon students that any behaviour likely to seriously undermine the aims of a visit will not be tolerated. If we feel a member of the party is having a detrimental effect on others, arrangements will be made to have the student sent home. We obviously do not anticipate such an occurrence.

**Health and Safety Factors on Residential Visits**

The nature and purpose of some Residential Visits may expose the students to a degree of risk not typical of regular on-campus activities. Since these activities, which involve travel, physical challenge and exploration, are not risk-free, the students will be subject to standard strict health and safety regulations, and will be expected to follow instructions and guidelines issued to them.

The school takes out an insurance policy on behalf of each student, and details of this follow on the next page. Parents may wish to consider subscribing to extra insurance cover.

To facilitate the well-being of students taking part in Residential Visits, the following measures have become standard procedure:

1 We ensure a maximum adult-pupil ratio of 1:10 during activities.

1. Staff Group leaders are appointed and take responsibility for smaller groups of students, facilitating close and immediate contact in any situation. This leaves Residential Visit leaders, usually the Heads of Year, free to take on an overall organisational and responsibility role.

3 Leaders make at least one preliminary visit to study sites before the residential week.

4 Each residential will include two nurses and at least one adult with current emergency first-aid training.

5 Prior to each visit, a well-equipped local hospital will have been identified and notified of our visit and arrangements made for emergency treatment should it be necessary.

6 Competent medical personnel will prepare First Aid kits appropriate to the nature of individual activities for all out-of-Bangkok visits.

7 A fluent Thai-speaker will be included in each residential, one who is familiar with the children and the school’s policies on Residential Visits.

8 All groups will have access to mobile communications, but in remote areas this may not be available.

9 Through the use of SMS, parents will be kept informed if anything unexpected happens. Please note that parents will not be contacted with general updates as staff will be occupied with supervising the students.

10 All activities will be led by appropriately qualified professional instructors.

**Bangkok Patana School Local Excursion Insurance**

Whilst taking part in a school trip or school related activity, the school will arrange insurance cover for students under our Group Travel Policy for which a premium has been included in the overall trip cost. An outline of this policy is detailed below.

Whilst the school considers this level of cover reasonable and acceptable, parents should satisfy themselves that this level of cover is adequate for their own personal circumstances and ensure they have the necessary cover for their children. Please note that the Medical Expenses cover is provided for medical treatment as a result of an accident and does not cover treatment resulting from general illness nor medical consumables.

Further information on trip insurance can be obtained from the Services Manager Khun Toon.

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| **Insurance** | **Interest** |
| **Group Travel (Local)****Insurer:** Group Travel (Local Traveling-Open Cover) **FPG Policy No. 0145041700184**Domestic TravelPlan 1**Coverage Age** | All trips by staff and/or students and/or parents and/or any person authorised by the school while travelling in Thailand on school related activities, subject to declaration of all such trips at the end of each period of insurance.**Cover**  **Plan 1 Plan 2**  **(Baht) (Baht)****a)** Accidental Death, Dismemberment, 100,000 100,000Loss of sight and Permanent Disability(Death or loss of limbs or eyes)**b)** Medical Expenses and Confinement 100,000 100,000Benefit (Excess) **(Arising from accident****during the trip shall receive treatment** **within 52 weeks including follow-up** **treatment)****c)** Baggage Coverage and Personal Effects 30,000 30,000(Excess) Limited toBaht 20,000 Any one itemBaht 5,000 In respect of cash, travellers cheque or credit cardsBaht 2,500 Per day in respect of temporary purchases as a result of baggage delay upto a maximum of Baht 10,000 **d)** Medical Transportation/Assistance Nil 1,000,000Coverage (Emergency Travel Service SOS)**e)** Personal Liability (Limit any one claim) 1,000,000 1,000,000**Extensions****1.** Motorcycling**2.** Strike and Riot**3.** Terrorism**4.** Murder and Assault**5.** Hazardous sports activities which properly supervised by the teacher in charge (Supervised school activities including scuba diving, water skiing, ice skating, rock climbing with or without the use of ropes) to be included within the scope of cover.1-70 years old**Major Exclusions****1.** Actions of the Insured while under the influence of alcohol or drugs.**2.** Suicide or intentional self- injury.**3.** Flying other than as a passenger on non-commercial airline.**Deductible Plan 1 Plan 2** **(Baht) (Baht)****1.** Medical Expenses and Confinement Benefit 500 500**2.** Baggage Coverage and Personal Effects 500 500 |

**STAFF/EMERGENCY CONTACTS**

Please ensure your own emergency contacts are updated on the Parents’ gateway – these numbers will be used should there be a need to contact parents during the trip.

Should you need to contact your child in the event of an emergency please contact the following staff:

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| --- | --- |
| **BPS Contact Name** | **Contact** |
| Bangkok Patana School (Reception) | 02 785 2200 |
| Mr Mick Smith (Principal, Secondary)  | 081 833 7212 |
| Khun Kaew Chaisavas, Administration Manager  | kach@patana.ac.th |

# TRANSPORT *(Buses)*:

* **Departure:** Monday 13th, November at 08:00 from the front of school.
* **Return:** Friday 17th, November at approximately 13:00-13:30 at the front of school.

# ACCOMODATION / CONTACTS

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| --- | --- | --- | --- |
| **Name of Hotel**  | **Contact Name** | **Tel** | **Web Site/ Email** |
| Rayong Chalet Resort, Rayong | Ms. Pattaravadee Tongpon ( Khun Tom) | Mobile : 081-864-4902Tel : 038-648-287-8  | <http://www.rayongchalet.com/en/index.php>Email : rayongchalet@hotmail.com |

**MEAL ARRANGEMENTS**

**Monday:** Lunch, dinner

**Tuesday - Thursday:** Breakfast, lunch, dinner

**Friday:** Breakfast, lunch (a packed lunch will be available in tutor bases on our return to school for students staying until 2:30pm)

**EMERGENCY CONTACTS**

Please ensure your own emergency contacts are updated on the Parents Gateway – these numbers will be used should there be a need to contact parents during the trip.

Rayong Chalet Resort has a phone line and transport is on hand at all times in case of emergencies. Should such an emergency arise, students can be taken to the nearby hospital 30 minutes away.

The Residential Visit is being run in conjunction with Wild Planet, a reputable outdoor adventure company who have successfully run a number of Bangkok Patana’s Residential courses over recent years. They provide fully trained English and Thai speaking staff who will brief students thoroughly on all aspects of safety before activities are undertaken.

If you need to contact the leader of the visit in an emergency, this can be done via the school, not direct to the resort.

**DRESS CODE/ KIT LIST**

The following is a basic list of items that the students will need. It is a very useful exercise for the students to be aware of these items and to begin planning what they will need to bring well in advance of the trip.

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| --- | --- |
| Shorts | Mosquito repellent and after-bite cream |
| Sweat shirt | Torch (with batteries) |
| Long trousers (jeans, etc) | Plastic bag for dirty laundry |
| Socks  | Sunglasses |
| Tracksuit bottoms, or leggings | Sun cream (with appropriate factor) |
| Underwear  | Hat |
| Sandals (with straps – not flip flops) which can get wet, or other footwear which can get wet and can be securely fastened to the foot. | Swimming costume |
| 2 towels | Medication – clearly labelled |
| Pyjamas/Night-dress | Small backpack (for day visits) |
| Walking shoes, boots or good quality trainers | Camera (optional) |
| T-shirts and at least one long-sleeved shirt - for sun protection | Old footwear and clothing that can become soiled during outdoor adventure activities |
| Toiletries (soap, shampoo, toothpaste, toothbrush, comb, face towel, all packed in a toilet bag) | Shatterproof water bottle with carrying strap or empty plastic bottle |
| Y7 Tutorial Exercise Book | Pen, pencil |
| Water bottle  |  |

Students will be expected to come to school on Monday 13th November, the morning of departure, wearing their Y7 Residential t-shirts.

We recommend a soft hold-all to carry belongings rather than a suitcase. Please make sure everything is clearly labelled.

Students may have the opportunity to buy some snacks and ice cream during the course of the visit. We recommend that each student brings not more than 500 Baht. It will be the students’ responsibility to look after any money they bring and to ensure that they regulate their spending so that they have money for the duration of the visit.

Students will need to take responsibility for their own valuables.  **We will not be responsible for the loss of such items.** For safety reasons they MUST NOT bring pocket knives/pen knives or any dangerous equipment.  **Electrical communication/internet enabled/gaming devices (including mobile phones and tablet devices) are to be left at home.  A major purpose of this week is to have a break from technology, interact personally and develop key character skills.** Obviously, standard school rules apply regarding smoking and consumption of alcohol and zero tolerance will be applied in these cases.Thank you for your support with these important matters.

**ITINERARY**

The approximate itinerary is below *(this is still subject to change)*:

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| **Monday 13th November** |
| 7.40am | Meet at school and go to your tutor bases |
| 8.00am | Leave BPS |
| 11.00am | Arrive at Rayong Chalet Resort, Rayong |
| 12.00pm | Check into accommodation, muster for arrival briefing |
| 12.30pm | Fire practice and evacuation procedures |
| 1.00pm | Lunch  |
| 2.00pm | Whole group meeting in the conference room |
| 2.30pm | Team - Building and group work |
| 5.00pm | Sports, swimming |
| 6.30pm | Dinner |
| 7.30pm | Evening Activities  |
| 9.00pm | In bed |
| 9:30pm | Lights out |

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| **Tuesday 14th – Thursday 16th November** |
| 6.30am | Morning call |
| 7.00am | Breakfast |
| 8.00am  | Main Activities |
| 12.00pm | Lunch  |
| 2.00pm | Main Activities (continued) |
| 4.00pm | Afternoon activities back at resort |
| 6.30pm | Dinner |
| 7.30pm | Evening Activities  |
| 9.00pm | In bed |
| 9:30pm | Lights out |
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| **Friday 18th November** |
| 7.30am | Morning call |
| 8.00am | Breakfast |
| 9.00am | Pack away & room check |
| 9.30am | Final meeting in the conference room |
| 10.00am | Depart the resort |
| 1.30pm | Arrive at BPS – please inform your child’s tutor should you wish to collect your child at this time |
| 2.30pm | Pupils leave school as normal |

The five days consist of a variety of activities aimed at providing opportunities for personal challenge and development, as well as opportunities for developing social skills and attitudes.

Each student will be a member of one of six groups.

As we are still in the planning stages, it is possible – though not likely – that this itinerary may change between now and the Residential. Should this be the case, you will be duly informed.

A talent show, a trash-to-fashion show, a quiz and a disco will provide some of the evening entertainment activities. There will also be opportunities for creative activities and team games as well as supervised swimming in the late afternoon sessions.

Each evening, we will take the opportunity to reflect on the team-work activities, the independent skills developed and our relationship with the surrounding environment. There will be time set aside for the students to maintain a personal journal for the week which records some of these reflections. These journals will then be used for follow-up tutorial activities back in school and as part of the two-way conference.

The activities are planned with the aim of maximising the resort’s facilities and the local environment. The Residential setting allows for coverage of pastoral issues and the activities are planned with the aim of enhancing students’ social interaction so that they feel part of a group, whilst their own self-reliance is encouraged.

**Reef Exploration**

This will be a full day activity out to the islands just off the coast. Boats will be used to transport the students. Students will use the boat they are on as a base to study a fringing reef system. Students will be divided into rotating teams to study the ecosystem while swimming just off-shore using a mask, fins and snorkel. Safety jackets will be provided and students will be carefully monitored by teachers and staff of Wild Planet.

**Sea Turtle Reservation Visit**

A half day trip will be taken to the Sea Turtle nursery on the island of Koh Man Nai just off the coast. We will be shown around this Royal project to save the endangered turtles. They have a hatchery program designed to reintroduce these amazing creatures back into the surrounding sea.

**Thai cookery Course**

Set within the grounds of the resort, Wild Planet will lead this course. The students will learn how to prepare and cook two different traditional Thai dishes.

**Nature Trail and Trek**

Students will complete a short trek through a nature trail in a local coastal area. They will have to complete a number of Geography related tasks and answer questions on the plant and animal life as well as the impact of humans upon the landscape and natural environment.

**Sea Kayaking**

Students will be taught basic skills and safety measures before entering the sea. They will receive instruction and practical application of kayaking skills while out at sea, a short distance from the shoreline. Double sit-on kayaks will be used for the program and kayaking will only take place in calm conditions.

**Parent’s Responsibility:**

* Please complete and return the attached reply slip by Wednesday 13th September (no scans or photocopies; it must be the reply slip with original signature to comply with government requirements);
* Please ensure contact / medical details are up to date on the Parents’ Gateway.
* Inform the Head of Year in advance of any medication that your child needs to take on the trip – label any medication clearly with instructions, and hand this to the Tutor/Head of Year/Senior Teacher the morning of departure
* Make sure that your child has carefully packed the necessary equipment for the trip *in advance.*
* If you have any further questions, please do not hesitate to contact me.

Yours sincerely,

Kristen Meadows

**Head of Year 7**

**Tel:** +66 (0) 2785 2200 (ext: 2320)   **|  Direct Dial:** +66 (0) 2785 2340

krme@patana.ac.th  **|** [www.patana.ac.th](http://www.patana.ac.th/)

**Reply Slip**

**Year 7 Residential Visit 2017**

Trip Destination: Rayong Chalet Resort, Rayong

Dates: 13th – 17th November 2017

I hereby give permission for my \***son/daughter** (please delete as necessary) to attend the Year 7 Residential Visit on 13th – 17th November 2017.

Name………………………………………………………………………………………………………..……..…………….….Tutor Group…..……

                                               (Student Name & Surname)

Please tick to confirm that you have been on the Parents Gateway on Firefly and have checked and updated:



1. Your **contact** details
2. Your child’s **dietary** and **medical** details



I confirm that I have read the attached details about the trip, including insurance details

Parent/ Guardian Signature:       ……………………………………………………………….. Date …….……….……

Parent/ Guardian **Name in Print**:……………………………………………………………………..……………………

Contact Email Address­­­­­­­­­­­­:­­­­­­­­­ ………………………………………..………………………………………………..…………

Mobile No. ……………………………………………………………………………………………..……….……..………

Please return the attached reply slip to your child’s tutor **by Wednesday 13th September.**

