

EMC/SR
3rd March 2010

Dear Parent / Guardian

We are writing to give you final details for the Istanbul to Ephesus tour to Turkey.

Please make sure your son or daughter's passport is given to either of us by Monday 22 March.

Departure and Return

We will depart from school by coach on Saturday 27th March at 5am. Pupils will therefore need to be at the school between **4:30am and 4:45am**.

We will be returning to school on Saturday 3rd April, arriving back at approximately 10.30pm. As we make our way back up the M1 pupils will have opportunities to call home to give a more precise indication of our arrival time.

Our flight details are:

Outbound Journey 27 th March		Inbound Journey 3 rd April	
Depart Luton:	12.00	Depart Istanbul Sabiha Gökçen	12.55
Arrive Istanbul Sabiha Gökçen:	17.50	Arrive London Gatwick (South)	15.55
Flight no. easyJet	2385	Flight no. easyJet	5462

Luggage Allowance (includes internal flight)

Students are allowed **one piece of hold baggage**, to weigh no more than 20kg, and **one small piece of hand baggage**, with dimensions not in excess of 56x45x25cm, including wheels and handles. There are no weight limits for hand luggage with easyJet but our internal flight with Atlasjet from Izmir to Istanbul imposes a weight limit of 8kg. Atlasjet recommend that name and address labels should be attached to the inside and outside of luggage.

Members of our Party

Our party will consist of 32 students and 4 staff – Elizabeth McCulloch, Sarah Robinson, James Harrison, Robert Hudson. We will also be accompanied by two additional adults, Sian Hudson and Tim Fulford.

Contact Details and Hotel Accommodation

On the night of Saturday 27th March
Grand Halic, Refik Saydam Street 37, Tepebaşı 34430 Istanbul. Tel: 0090 (212) 252 69 80.

On the night of Sunday 28th March
Iris Hotel, 48 Mola Caddesi, Guzelyali, Canakkale. Tel: 0090 (0286) 232 86 282.

On the nights of Monday 29th, Tuesday 30th and Wednesday 31st March
Pine Bay Marina Hotel, Yat Limani, Karşısi, Kuşadası. Tel: 0090-256-6181500.

On the nights of Thursday 1st and Friday 2nd April
Akgun Hotel, Adnan Mendeos Bulyari Topkapi, 34270 Istanbul. Tel: 0090 (212) 534 4879.

Should you need to contact us in an emergency: 07884435701, 07837709404. Both phones will be turned on 24 hours a day and have voicemail facility.

Telephone Contact Chain

One of the requirements of our school visit Policy is that we provide a “telephone chain ” for contact numbers in the event of an emergency. For those who have not used this system before, the first person in each group will be contacted by a member of staff. They will then contact the next person on the list in their group and so on until everyone has the message: the groups are relatively small to make this easier. If you are unable to contact the next person on the list, please move on to the subsequent one to avoid breaking the chain and delaying the message. It would help if you could return to any number you had to skip! We will use this method of contact on the return journey so that we can give a more precise ETA back at Bootham (in the event of delayed flights etc.).

The numbers we have used, have been taken from the information contained on the school database and we trust that you will have no objection to us disclosing this to other parents of students on the trip – we are sure you will appreciate the necessity, but if you do have an objection, please contact me by return. We intend sending the contact list home with the students early next week.

Internal Flight

We will be taking a flight from Izmir to Istanbul with Atlasjet on 1st April.

Depart Izmir:	14.00
Arrive Istanbul Ataturk:	17.50
Flight no.	KK29

Kit List

Suggested clothing / miscellaneous

- a) The weather in Turkey can be rather changeable at this time of year. Pupils should be prepared for poor weather with a suitable waterproof jacket. Hopefully the weather will be kind in which case shorts and t-shirts will be useful as well as trousers, skirts, sweatshirts etc. Pupils should bring enough for 8 days but do remember the luggage allowance!
- b) Footwear – a sturdy pair of trainers/ walking shoes
- c) Wash kit / Toiletries
- d) Medication – if students need to bring their own medication this should be taken – it can be given to staff for safe-keeping if need be.
- e) Camera, power adapter.
- f) Money – Turkish lira will be needed for the trip. We suggest that students bring approximately £10 per day to buy drinks and snacks between meals as well as souvenirs. Pupils should not bring too much money – and should ask staff if they are unsure.

- g) Pupils will need to bring a pack-up for the outward journey as we are leaving so early in the morning.
- h) Books, playing cards, iPod etc.
- i) NB – although we are fully insured we would ask that students avoid bringing very expensive items of property.

Insurance

Attached, for your reference, is a summary of the school's travel insurance policy.

If you have any questions regarding the trip, please do not hesitate to contact either of us.

Yours sincerely

ELIZABETH MCCULLOCH
Trip leader

SARAH ROBINSON
Trip Leader