

New York 2018

Student Information Booklet

Dear student,

Welcome to New York 2018! What an amazing trip this is going to be. I'm sure that you've been looking forward to this since you were first told that you were on the trip...and now here we are!

This booklet contains everything you need to know about the trip, from what time to be at the Academy for departure (hint...it's early!) to how to behave at the airport and on the plane, to how to keep yourself safe in one of the busiest cities in the world, to what we are we doing and how we are getting there.

Keep this booklet with you at all times. It contains important numbers and what to do in the event of an emergency.

I want you all to have an amazing time, with memories made that will last forever. If everyone sticks to the advice and information within this booklet, this won't be a problem.

Mr Hart

Your Mobile Phone

It is vital that you have checked that your mobile phone will work without restriction while we are in the USA. It may be the device that is the most useful to you should you find yourself in an emergency situation. You will also need to make a note of your teachers' numbers and enter them into your phone. Make sure you also have your friends' numbers. Do **not** just rely on Snapchat, Twitter, or other web-based methods of interacting. You need their numbers in case you need to make actual voice calls to them!

In addition, you should be aware that you will get charged for using your data. If you're on a Pay As You Go deal then you will quickly use your data up. Make sure you turn Data Roaming off on your phone. If you're unsure how to do this, find out before we go, or ask a friend or one of your teachers. The school will not be held responsible for huge phone bills run up because you want to keep your Snapchat streaks going!

General Notes

At all times, in the very rare possibility that you attract some unwanted attention from anybody, whether that is someone you know on the trip, a member of public while we're out, or someone else staying in our hotel, you must report it immediately to a member of staff who will take the appropriate action. Do not keep anything to yourself, nobody will think you're being silly for reporting something that makes you feel uncomfortable. I already said I want you all to have an amazing time; this includes you feeling mentally comfortable and happy.

Your safety depends on the actions that you, and others on the trip, take. This includes maintaining exceptional levels of behaviour and maturity at all times. If you witness a member of our party's behaviour falling below that which you think I would hope for, then report it to a member of staff in confidence. There will be serious sanctions applied to anyone falling short of the Holbrook standard.

Acts of Terror

It is horrible that we have to think about the possibility of acts of terror, and what to do if such an event should occur, but that's the world we now live in. It is vital that, should something happen, you are armed with the knowledge of what to do in such a situation. The chances of an act of terror occurring on any given day are tiny and the odds on being caught up in one even smaller, but we must be prepared nonetheless.

If such an event should take place, follow the instructions below. The first two are so important. You must be selfish in this situation and protect yourself, despite the urge to find your friends or teachers.

1. **Get yourself safe.**
2. **Do not worry about your friends or your teachers.**
3. **Find a hiding place and do not move from that hiding place.**
4. **Turn your phone on to silent, lest it rings and gives away your location.**
5. **Armed police will arrive quickly. They will suspect anyone and everyone. Listen to them and do as they say.**
6. **You may hear gunshots. Stay in your hiding place.**
7. **There will be many confused and scared people and you may feel lost. Do not worry, you will be reunited eventually.**
8. **Do not leave your hiding place until you hear instructions from police that it is safe to do so.**
9. **You and your friends or teachers may be kept apart as the police make the area safe, or take you to a safe area. Follow the police and listen to instructions at all times.**
10. **Do not attempt to make contact with anyone until told to do so.**

Our Flights

The table below contains details of the flights we will be taking to New York and back.

You should arrive at the Academy no later than 03:45 on Thursday 25th October. The coach will be leaving shortly after. With a plane to catch, and unknown traffic issues on the M25, it is vital that we get away on time. If you are not on time, we may have to leave without you, so set lots of alarms on Wednesday night and get to bed at 6pm!

Flight Details						
Flight No:	Departs:	From:	At:	Arrives:	Into:	At:
DL 1	Thu 25 October 2018	Heathrow International Airport	10:30	Thu 25 October 2018	John F Kennedy International Airport	13:30
DL 402	Sun 28 October 2018	John F Kennedy International Airport	23:45	Mon 29 October 2018	Heathrow International Airport	10:50

Hand Luggage: One piece no bigger than 56 cm x 36 cm x 23 cm or 115 cm in combined length, width and height. A small rucksack with snacks and a book for the flight will suffice. The cabin of a plane can become cold with the air-con, so a sweatshirt or lightweight blanket might be a good idea. Do not pack water, you will not get this through the security check. You can buy water once through security. Make-up should not be brought through in hand-luggage, but should be stowed away in the main suitcase. Many make-ups are liquid based and will be thrown away during the security check.

Checked Luggage: One piece not exceeding 23 kg and no bigger than a total dimension of 157 cm

Expected Behaviour: it goes without saying that I expect the absolute highest standards of behaviour from everyone at all times. We are going through one of the busiest airports in the world and it is imperative that you listen to all instructions and behave accordingly. Security officers and police act first and ask questions later at airports; they have to. This means that if one person thinks it's funny to even mention the b-word (bomb) then our whole trip simply won't happen as we'll all be kept from travelling.

You will have some spare time at the airport. You will be told where our meeting place is and this will be staffed at all times by your teachers. You will be allowed to go off in groups

but you must stay in those groups. If any member of staff sees you by yourself or in a two, you will be kept at the meeting place until we can find another group to assign you to.

On the plane: some of you have flown before, others haven't. Some of you might be nervous. If you feel unsure or nervous about the flight, please let one of your teachers know as soon as possible. Regarding where you are sitting on the plane, I haven't seen the layout of the seating or where we've been put. We might be all together, we might be split up. Either way, you will be given tickets with your friendship groups and you'll be expected to stick to those seats. Once we're safely in the air, you may be able to switch with others, but please do not keep getting up and down out of respect for your fellow passengers.

At New York JFK airport: once we land, the aeroplane will taxi to our stand. It is important that you do not remove your seatbelts until the light has gone off, even if you see other people removing theirs.

When we disembark we will need to work out where our luggage carousel is where we will be reunited with our suitcases. It might be a good idea to tie a short length of ribbon to your case to make it stand out and definitely make sure you've added a label with your name, your home address and your address while in NY. Once you've collected your case, stand well clear of the carousel and allow others to get theirs.

Once everyone has their case, we will make our way outside to meet the bus transport. Please enjoy this bus journey; I still remember the first time I did it and how amazing it was watching the outside area go past until, all of a sudden, it feels like you're on a huge film set!

Our Accommodation

Address: Vanderbilt YMCA, 224 East 47th Street, New York, NY 10017

Telephone: 001 212 912 2629

The Vanderbilt YMCA is a big hotel with 365 rooms on the east side of Manhattan. The rooms are basic but clean and comfortable.

At the hotel: the first thing for me to do will be to go inside and let the staff know we've arrived. They will then give me details as to where your rooms are. It might be that we have to move a couple of rooms about, depending on where they've put us, but please allow me time and space to sort it for you to make sure your stay is as fun and comfortable as possible.

Showering & Hygiene: I expect you all to look after yourselves and to take responsibility for your own hygiene levels; after all, nobody wants to sit next to a 14 year old boy who hasn't showered for five days on a plane for eight hours. A member of staff will take you to the bathrooms on a rota; it is important you stick to the allotted times given to you. As with the general advice, please report any instances of anyone being inappropriate in these shared amenities.

Emergencies: you will find your teachers' numbers on the back of this booklet. I have asked them to have them on them at all times; you can always phone one of us or simply knock on our door. When we arrive, I will point out the fire exits to you and explain where will need to meet in the case of an evacuation. You must listen to both this information and any that the hotel staff give you, should such an event occur.

Hazards: I need to point out two things about your rooms:

1. There is no safety rail or ladder on your bunks. Be careful getting into and out of bed if you're on the top bunk.
2. The windows open all the way, meaning you could fall out. I would suggest you leave the windows alone to be on the safe side. If you do need to open it, please make sure that your roommate is aware so they don't decide to lean on it later.

Getting Around the City

Most of our travelling around New York City will be on foot. There are some things I need to instruct you on:

1. I will ask the members of staff to spread themselves out so there are two at the front, two in the middle and two at the back. You should never find yourself leading the group, nor being left behind!
2. Walk sensibly and remain mindful of the fact we are in one of the busiest cities in the world.
3. There are strict rules for crossing the road in New York. You may only use designated crossing points and you must wait for the signal to cross (usually a green or white man).
4. We will be doing a fair bit of walking and will not usually be returning to the hotel during the day. I will let you know what the weather is expected to be like the night before, so take appropriate clothing.
5. Remember a rucksack to keep things like bottles of water in, or things you might purchase, but do not leave it unattended anywhere.
6. Charge your phone overnight and leave it on. Emergency contact numbers are at the back of this booklet.
7. It is very unlikely to happen, but if you get lost, do not panic. Instead, follow the below steps:
 - a. Stay where you are and stay calm.
 - b. You will have your teachers' contact numbers in this booklet and you should also have entered them on your phone. Call one of them.
 - c. If they do not answer, try a different number. The important this is to stay calm. In the unlikely event of none of your teachers answering, call a friend who will relay your messages.
 - d. Look around you. Can you see any distinguishing features or buildings? Can you see any road names/numbers?
 - e. Lastly, if you still cannot get through to anyone, try to spot a police officer or go into a store and speak to a shop worker.
 - f. **DO NOT WANDER AROUND BY YOURSELF LOOKING FOR US!**

On the Subway

Travelling on the New York subway is an experience in itself. Think of how many film scenes you can remember that feature the famous underground railway! I want you all to enjoy the experience, but I do need to point some things out.

1. The subway can be very busy, just like the underground in London. It is vital that you stay with your friends and keep an eye out for each other.
2. You must listen to instructions that I, or members of the subway staff, give you.
3. You must be aware of which station we are getting off at and where we currently are. Do **not** rely on other people to tell you which stop is ours. You can find information about our stops in this booklet.
4. Just as on foot, I will ask staff to be the first on, in the middle and last on. We may need to spread out along the platform to make sure that we can all access doors as they open.
5. Let people off first and do not push past anyone to get on.
6. Stand well clear of the platform while waiting. The platform may be busy and crowded. Stay alert and keep an eye out for your friends and teachers.

On the Boat

We will be travelling to Liberty Island to get close up to the iconic Statue of Liberty. Nothing says “New York” more than this famous old lady, who was the first thing that many immigrants to the “The New World” saw when they escaped their old lives to start afresh many years ago. As always, I will expect only the highest standards of behaviour. There are also other things you need to be aware of:

1. Travelling on the small ferry is very safe. However, please keep the risk of injury and accident low by being careful as you move around the boat. Do not run anywhere on the boat and, once you have a seat or a place to stand, stay still. Resist the temptation to move from one side to the other.
2. Should you feel unwell at all during the short journey, please let a member of staff know.
3. In the extremely unlikely event that you see someone go overboard, let one of your teachers know straight away and raise the alarm with a member of the ferry staff.
4. Once on the island, you will be able to walk around the statue in groups of no less than three. Pay close attention to the barriers by the water’s edge and keep yourself and your tour mates safe by applying the same high levels of behaviour I expect from you at all times.

The Weather

I’m a big fan of meteorology but I know the weather is very difficult to predict anything more than a week away. As I sit and write this, the forecast for NY while we’re there is rainy on the Thursday before sunny, clear skies the rest of the time, with the temperature being in the low teens. Please ensure that you dress appropriately for the day ahead. It might look bright and sunny but actually be very cool. It is easier to take a layer off and place it in your bag because you’re hot than to walk around feeling cold or wet. We will not be returning to the hotel once we’re out in the morning.

Breakfast & Lunch

Breakfast and lunches are not included in the price that you and your parents have paid. I have already told your parents that you will need about \$50 for breakfast and lunch over the time that we are in NY. Breakfast will be taken at a New York deli which is almost opposite our hotel on two of the mornings, while on the third morning I would like to take you all to Central Park for a nice walk and brunch. As you walk through the park, think about all the movies you can that have been filmed there, especially Elf and the scene where Buddy scares the bullies away with his amazing snowballing abilities!

Lunch will be taken on the hoof in the various locations that we are going to. Not a lot of places can easily accommodate 56 people all at once, so it may be that we have to organise ourselves into your registration groups with your teachers in order to get everyone served in time. I will need your co-operation at these points to make sure that everything runs as smoothly as possible.

Your Money

I have recommended that your parents/carers that they set you up with a pre-paid debit card with a company called Pockit. With this company, your parent/carer owns the account but you get your own card that you can use in the USA. This is a much safer way of carrying around a lot of money. If you lose your card, please let your member of staff know as soon as possible. If you decide to carry any significant amount of money around with you in cash, you are responsible for it. Do not pull out a huge wad of notes and peel a couple off when paying for something, it might make you feel like a Don, but it only really succeeds in making you a target for pickpockets. I highly recommend wearing some form of money belt which you wear around your middle under your outer garment.

Medication

Some of you will currently be taking medications for various things. At your age, you should be responsible enough to remember to take them at the times that you need to. However, I have asked your parents to let me know what these details are so that your teacher can keep an eye and check that you have remembered to take your medicine.