

Secondary School

Head of Physical Education: Carolynne Bell

Uskumruköy Mah.,Kilyos Yolu Cad.,Demirci Köy Sapağı,
Sarıyer, İstanbul
Tel: +90 212 202 7027 Ext 111/112
+90 212 202 7709 Ext 111/112
Fax +90 212 202 7796
Email: c.bell@bisistanbul.org



Dear Parents,

5th January 2011

Kartalkaya Ski Trip – Grand Kartal Hotel **Monday 21st February – Wednesday 23rd February 2010**

This letter contains all of the information about our ski trip to Kartalkaya. This trip is open to students in years 9 – 13. There are places for 36 students which will be awarded on a first to pay deposit, first to go basis as per last year.

Important to note that students in years 11 and 13 are being included in the trip this year but there are conditions. Some may not be permitted to attend should their teachers feel they are behind with their coursework. After the Mock exams, teachers will meet and any student who they feel cannot be afforded the time off classes will have their money refunded.

Cost and Payment Deadlines

The cost per student is:

- 680TL (without lessons but with SNOWBOARD equipment hire)
- 635TL (without lessons but with SKI equipment hire)
- 500TL (without lessons and without equipment)

The cost of ski lessons are 50TL per hour BUT this price is only available if there are minimum 8 students requiring lessons. For snowboard lessons it is approximately 60TL per hour (to be confirmed) but the same conditions apply with min 8 students in a group for lessons to go ahead. Please indicate on the form if your child requires lessons and I will call you to let you know the final cost when we have an indication of numbers of students requiring lessons.

A **non-refundable** deposit of 350TL is required to secure your child's place. Please pay no later than Friday 21st January. We will only accept payments if brought with all of the appropriate forms and signed disclaimer papers attached to the end of this letter.

All payments should be made to the secondary receptionist, Ufuk Doğanay.

The payment deadline for the remaining balance is Friday 11th February 2011.

Cancellation Terms and Conditions and Losing your Place due to Late Payments

The school must pay for the majority of this trip in advance to secure our booking therefore we need all deposits to be handed in on time or we risk losing our provisionally booked rooms to another party. If remaining payments are late, we may give your place to another child who has all forms and money ready to pay immediately. In this case, you will receive your deposit back. Should you withdraw from the trip after payment has been made, we can only give a refund if another child goes in your child's place. If there is no replacement then you will lose the full cost of the trip.

Transport

The bus will depart from Zek at 0600hrs and pick up from Etiler (Akmerkez, Ulus entrance) at 0630hrs. Please take note that times stated are LEAVING times. Students should gather at the collection point 10 mins prior to departure. We should arrive back on Wednesday 23rd February at between 1800-1830hrs depending on traffic conditions. We will call each parent if we are going to be much later than this scheduled time.

Accommodation

We will be staying at the Grand Kartal Hotel, Kartalkaya. Students will be sleeping in four person bedrooms complete with bathroom. Students may choose their room groupings prior to departure. Once decided, these cannot be changed.

Equipment and Essential Items

For the safety and comfort of the students it is important that they pack the correct clothing and supplementary equipment. Below is a list of the necessary items. I would ask you to check carefully that your son/daughter has everything listed below prior to departure. Purchasing last minute from the resort is expensive.

Swimwear and towel	Camera
Warm hat, gloves & scarf	Comfortable walking shoes
Sunscreen	Small backpack
Warm thermal / ski socks	Toiletries
Sunglasses / Ski goggles	Tracksuit or other suitable travel wear
Ski trousers	Suitable evening wear (jeans etc)
Ski jacket	Clothing for under ski trousers and jacket
Full set of warm underwear	Medication if required

Basic Rules

We would like to communicate very clearly our expectations of behaviour on the ski trip.

- The school's code of conduct and behaviour policy will apply at all times
- Student attendance at all meetings (before and during the trip) is compulsory
- During free time in the evenings, the swimming pool (if available) can be used by students only when supervised by a member of the BISI staff
- Attendance at breakfast, lunch and dinner are compulsory
- Students should behave in a responsible and co-operative manner at all times
- Students must follow instructions given to them by ski school staff and workers who should be treated with the same respect as members of BISI staff
- No dangerous items should be brought, or purchased during the trip (lighters, pocket knives etc)
- After 'lights out' in the evening students will not leave their rooms – a loss of ski time may result as a consequence
- Valuables (ipods, jewellery, mobile phones and spending money etc) are brought at the students' risk and will not be collected by members of staff

Permission Form (1), Medical & Disclaimer Form (2) and Hire Form (3)

Please complete the medical & disclaimer form that accompanies this letter and return it along with the permission form, equipment hire form and non-refundable deposit of 350TL. **Students will not be given their place on the trip unless all 3 forms and the deposit are submitted together.**

Insurance

It is important to check that your son/daughter is covered by an appropriate insurance policy. Skiing is considered a hazardous activity and will often not be covered by a regular insurance policy. Whilst the school is organising the trip it is important that you understand the school does not accept liability for any accidents that may occur. The school will take every possible measure to ensure the care and safety of the students. Please make your own arrangements for insurance cover.

Parent Meeting

Should this be your child's first ski experience with BISI and you wish to meet to discuss the trip, I will be available from 1535-1635 on Monday 10th January in room S103 (secondary building, ground floor, 2nd room on the right). Alternatively, please call or email me with queries if you wish to discuss the trip prior to paying the deposit.

Yours truly,

Carolynne Bell
(Head of P.E.)

Form 1 - Permission Form - Ski Trip to Kartalkaya

Monday 21st Feb – Wednesday 23rd Feb 2011



Please tick the appropriate boxes below indicating that you have read and understand the terms of the ski trip:

I will pay 500TL (without lessons, without equipment hire)

I will pay 680TL (without lesson, with SNOWBOARD equipment hire)

I will pay 635TL (without lessons, with SKI equipment hire)

I understand that my deposit is non-refundable and have read the terms and conditions of late cancellation.

I give my child permission to attend the ski trip to Kartalkaya and will ensure I obtain private insurance cover for my child.

Parent's Name (in block capitals): _____

Parent's Signature: _____

Parent's Mobile Telephone Number: _____

IMPORTANT Checklist:

In order to secure your child's place, ensure that you return the following all together (money will not be taken without these forms):

- ✓ a completed and signed copy of this permission form
- ✓ a completed and signed copy of the medical & disclaimer form
- ✓ a completed and signed copy of the ski hire, ability and pick-up form
- ✓ a 350TL non-refundable deposit

***Deposits** due no later than Friday 21st January 2011

***Final balance** due no later than Friday 11th February 2011.

Form 2 - MEDICAL & DISCLAIMER FORM (Ski Trip to Kartalkaya 21st Feb – 23rd Feb 2011)

STUDENT NAME: _____ CLASS: _____ D.O.B.: _____

Emergency Contact Name (24hrs): _____

Emergency Contact No. (24hrs): _____

Family Doctor's Name: _____ Doctor's Contact No: _____

Please answer all the questions below and sign when complete:

1. Does your son/daughter suffer from any of the following? (please circle)

Allergies (penicillin, dairy/wheat products, nuts, stings)	Yes	No
Asthma	Yes	No
Bronchitis	Yes	No
Sinusitis	Yes	No
Hay Fever	Yes	No

Other: _____

2. Does your son/daughter take any form of medication? Yes No

Medication name: _____ Dosage: _____

3. Can your son /daughter swim? Yes No

4. Do you give permission for your son /daughter to take part in water activities? Yes No

5. Does your son/daughter have any special dietary requirements? (please write them)

6. In the interest of your son /daughter please indicate any other information staff should know. E.g. claustrophobia, panic attacks, homesickness etc.

7. Do you give permission for the staff to administer any 'over the counter' medication, if necessary? (Aspirin for headaches, antihistamine cream, etc.) Yes No

8. Has your son/daughter had a tetanus shot? Yes No

If yes, when? _____

9. If needed, I hereby give permission for the staff to seek the necessary medical attention for my son/daughter. Yes No

I hereby sign giving permission for my child to attend the ski trip. All information here is correct and I will inform the teacher in charge should there be any changes. I also understand that I must obtain private insurance for my child for the purpose of this trip and understand and accept that the British International School Istanbul will accept no liability for loss or injury during the ski trip to Kartalkaya.

Parent /Guardian Name : _____

Signature : _____

Date : _____

Form 3 - Ski Equipment Hire, Ability Level and Pick Up Information – Kartalkaya 2011

Student Name (block capitals): _____ Class: _____

Parent/Guardian Name (block capitals): _____

Signed: _____ Date: _____



Please tick the appropriate boxes below and complete the information where required:

SKI EQUIPMENT HIRE

Option a) I need to hire equipment (boots, skis and poles only)

Student Details required for equipment hire:

Height: _____ cm Shoe Size (Eg 37, 38, 39): _____

Weight: _____ kg

Option b) I have, and will bring, my own equipment

Option c)

I wish to Ski

I wish to snowboard

Option d)

I am keen to have lessons. Please call me with full details of lesson costs

LEVEL OF ABILITY (tick the one which best fits your child's ability level)

Beginner (I have had little to no experience or I have not skied in a long time)

Intermediate (I have skied in the past and I am comfortable on the slopes)

Advanced (I am a competent and confident skier with plenty experience)

PICK UP & DROP OFF (please ensure you tick the appropriate collection / drop off point)

Please take note that times stated are LEAVING times. Students should gather at the collection point 10 mins prior to departure.

Zekeriya köy Campus Leaving BISI at 0600hrs

Etiler, Akmerkez Leaving **Ulus entrance** at 0630hrs