

## General Information – Please Read Carefully

- ✓ **PASSPORT** Remember that your passport is your most important possession abroad. Keep it safe, preferably in an inside pocket, zipped or buttoned up. **Never leave it in a hip pocket or in a bag, which is likely to be left lying around.** Remember you will need your passport travelling on the coach – **DO NOT PACK IT IN YOUR HOLDALL!**
- ✓ **EUROPEAN HEALTH INSURANCE CARD** All members travelling require a valid EHIC card.
- ✓ **SECURITY** Take great care of your personal possessions when abroad. **Cameras and other personal belongings should be clearly labelled** if you need a member of staff to look after them whilst you are performing on stage.
- ✓ **GROUPS** We will do our best to accommodate you and your friends, but room/coach allocations will not always fit so please be prepared to be flexible. **You must never go out alone, ALWAYS stay in a group.**
- ✓ **PACKED MEAL** Please bring a packed meal for to the outward journey. **(NO NUT PRODUCTS PLEASE)**
- ✓ **MONEY** The currency you require is the Euro. Please allow the equivalent of £12-15 for each day of the tour to cover midday meals, snacks en route, and spending money for drinks and souvenirs. You will need to budget carefully to ensure that you have sufficient money to cover the duration of the tour. Please note that all entrance fees are paid for as part of the tour. Accommodation at the hostel is on a half board basis (money may also be required for drinks with meals).
- ✓ **INSURANCE** Comprehensive travel insurance is being provided as part of the tour. A summary will be provided. Please note that this does not include musical instrument cover. We would recommend that you check whether your house contents insurance covers instruments taken out of the country or alternatively contact Allianz Musical Insurance who will be pleased to arrange short-term cover for you. Allianz's website is at [www.allianzmusicalinsurance.co.uk](http://www.allianzmusicalinsurance.co.uk). Tel: 0330 100 9903. Please mention Merton Music Foundation and Reference No. 1300046617 when booking, as we will receive a small donation to support our charity's work.
- ✓ **MEDICAL REQUIREMENTS** It is very important that we are aware of any medication you need to take. Our First Aiders will be responsible on the tour for holding medicine (for younger members) and overseeing the use of medication which must be within date usage. (Please note that we are not allowed to administer medication to you). Medication (**clearly labelled**) should be handed to our staff on arrival at Harris Academy before departure. If you regularly need to take medication for asthma, hay fever or other conditions, please see our staff so that we are fully aware of what you are taking. We must also be in **full knowledge of all medical details** in case we have to authorise medical treatment during the period of the tour. Please note that this includes **food allergies as well as allergies to medication**. If you have had an operation or medical procedure in the last six months please let us know as we will have to inform the insurers.
- ✓ **EMERGENCIES** A designated staff member will be on a duty at all times throughout the duration of the tour.
- ✓ **PLEASE REMEMBER** that we are ambassadors for Merton Music Foundation. The usual high standard of performance and behaviour is expected from all members at all times throughout the tour.

Merton Music Foundation is a Charitable Company Limited by Guarantee

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