

London 2026

Family Meeting

Integrity | Resilience | Respect



London 2026

This meeting will cover...

1. **Equity** – who we are, what accreditations we hold as a student travel organisation
2. **Travel Arrangements** - luggage, method of travel
3. **Itinerary** – run through what your schedule entails day by day
4. **Accommodation** – overview of where you will be staying
5. **What to Pack** – some tips on what the students should take with them.
6. **Food and drink** – What is provided and what will need to be provided.
7. **School Pick-up / Drop-off Times**
8. **Medication Protocol**
9. **Further questions**

YOUR TRIP SUMMARY

Proposal Ref: EQT13680-12

TRIP DETAILS

DURATION	DESTINATION
2 days, 1 night	London
TOUR START DATE	TOUR END DATE
23 Apr 2026	24 Apr 2026

Our team of specialists are committed to providing you with fantastic learning experiences tailored to your needs.

YOUR EQUITY ACCOUNT MANAGER

Jo Highfield



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YOUR JOURNEY

23 Apr 2026 **Executive Coach - 2 Day UK Short Haul** *With One Driver*

All trips are based on a single driver unless an additional driver has been added to your booking and is listed above. Occasionally feeder drivers will be required for your journey to port, where included these will also be listed above.

YOUR ACCOMMODATION

We have based your proposal on the following accommodation or one of a similar standard.

A&O London Docklands Riverside, London *23 Apr 2026 for 1 night*

Supervisory Staff in twin rooms with en-suite facilities.
Paying Passengers in multibedded rooms with en-suite facilities.
Bed and Breakfast

Accommodation is subject to availability and price change at time of booking. Rooming is subject to final numbers, accommodation room allocation and/or gender breakdown. We are unable to guarantee rooms on the same floor. Single rooms may be available for a supplement, ask us if you would like us to look into this for you.

Travel arrangements

- Travel will be conducted by coach.
- Each student has allocated space for one small suitcase which will be stowed underneath the coach.
- This suitcase will not be accessible during coach transitions.
- I would advise bringing a small backpack on the coach with them.

Itinerary- Day 1 (23rd April)

- 06:30 – Load coach @ DUA
- 07:00 – Depart DUA
- 12pm – British Museum
- 14:00 – Shopping in Oxford Street
- 15:00 – Coach pick up to accommodation
- 16:00 – Check in to A&O Docklands
- 16:20 – Depart accommodation for dinner
- 17:00 – Evening meal – Pizza Express
- 19:00 – Wicked
- 22:30 – Coach pick up

Itinerary- Day 2 (24th April)

- 08:30 – Breakfast at hostel
- 11:30 – Natural History Museum and lunch
- 13:15 – Coach pick up
- 14:00 – City Cruises – Thames River Cruise
- 15:30 – Coach pick up - back to DUA
- 20:00 – Approximate pick-up time

Supervision arrangements

- Trip Lead – M Worrall – Second in Humanities
- Deputy Lead – J MacCormack – Assistant Vice Principal
- K Sloan – Second in English

Accommodation

- A&O Docklands Riverside
- Single-sex dorm rooms
- Breakfast provided



Downtime / bedtime

- Staff will always be available in the hotel and rooms are in close proximity to students.
- There will be minimal free time due to the packed itinerary
- Mobile phones will be collected at bed time and handed back out in the morning (they MUST get a good nights sleep).
- Staff will be contactable on duty phone – FOR EMERGENCY USE ONLY THOUGH.

What to pack

- Temperatures could be around 20 C so please encourage your child to pack appropriate clothes.
- One garment (i.e.. Poncho) in case of rain which could fit into a backpack is advisable.
- Something warm for nighttime.
- Lots of walking – Appropriate footwear! Trainers, boots etc.
- Sun cream and basic
- Water bottle.
- Coach snacks

Food and drink

- **Thursday Morning** – It is advised that students have breakfast before arriving at the academy to set them up for the day. Bring snacks for the coach. Bring money for service station stops.
- **Thursday Lunch** – We have booked the lunchroom at the British Museum so as they arrive, they will be able to have their lunch. FSM – Provided. Students are advised to bring a packed lunch. Café available but expensive and time consuming.
- **Thursday Evening Meal** – Pizza Express (Students will be able to order in advance with me when we return to school)
- **Friday Breakfast** – Buffet breakfast served from 8am-10am (Juice, tea, coffee, cereals, toast, cheese, meats etc.)
- **Friday Lunch** – We will have lunch at the Natural History Museum (not provided). We will eat outside in the grounds. Students should bring food or purchase food at the museum.
- **Friday Evening** – On the return to Leeds we will stop at a service station for refreshments.

Medication and additional support

- You have completed consent that includes medical needs.
- If your child requires medication - please complete a medical form and sign.
- Please send your child with medication on the day along with the medical form with stated dose and times (in original packaging with frequency and dosage)
- Asthma - if you have stated your child has asthma – you must bring your inhaler.
- We require full disclosure of any issues that may arise that could put your child or other members of the party at risk.

Mobile phone use

- Students are allowed to bring their mobile phones and use mobile phones.
- Please check your child's roaming charges.
- You will be provided with phone numbers of the duty mobile phones that staff will be carrying should you need to contact us in an emergency.
- Staff will accept no responsibility for lost, damaged or stolen mobile phones.
- It may be worth putting on air plane mode and use wifi hot spots.

Student mobile numbers

- We will ask students to provide us with their mobile number while on the trip should we need to contact them while they are not in direct supervision of staff.
- Staff will contact via the school mobile phones
- Please speak with us if you have any concerns with this

Emergency contacts and incident management

- All students will be provided with a sticker containing the emergency contact number.
- All students will be briefed at regular intervals on procedures and protocol to keep themselves safe.

Money

- Students are advised to bring money – ideally on a card.
- We accept no responsibility for lost cash or cards (or valuables brought on the trip)
- Please ensure your child is provided with enough food until we arrive for our evening meal.
- The only provided meals are the evening meal at Pizza Express and the hotel breakfast.

Prohibited items

- We reserve the right to search student belongings should we suspect they have prohibited items.

Any questions?